

2022 TAX DEDUCTION WORKSHEET

Mary Kay

Total MK income for 2022:

Sales tickets: \$ _____

Commissions: \$ _____

Prizes: \$ _____

Beginning Inventory from Jan.1 <i>(wholesale)</i>	\$
Section 1 Purchases <i>(wholesale, from packing slips)</i>	\$
Personal Use Product <i>(wholesale, unseen, skincare you use)</i>	\$
Section 2 Purchases	\$
Closing Inventory on Dec. 31 <i>(wholesale, ONLY what is on current order form)</i>	\$
Gifts <i>(hostess, max amount \$25 per hostess)</i>	\$
Advertising <i>(wholesale demo cost, website, business cards, PCD, 1 pink item, personal glamour colors)</i>	\$
Insurance on MK Product	\$
Interest on MK Loan or MK Credit Card	\$
Dry Cleaning <i>(Red Jacket or Director Suit)</i>	\$
Legal & Professional <i>(Accountant, tax prep, lawyer, etc.)</i>	\$
Office Expenses <i>(Paper, ink/toner, pens, planners, etc.)</i>	\$
Weekly Meeting Fees	\$
Job Supplies <i>(cotton balls, washcloths, headbands, etc.)</i>	\$
Apparel <i>(Red Jacket)</i>	
Postage	
Seminar Gowns & Accessories <i>(ONLY if invited on stage; invite is receipt)</i>	

Sales Tax Paid <i>(from packing slips)</i>	\$
Travel Expenses <i>(hotel, flight, taxi/uber, etc.)</i>	\$
Meals <i>(must be business related & documented)</i>	\$
Workshops <i>(Career Conference, Seminar, Fall Retreat, Jan Jumpstart, Linda Toupin, etc.)</i>	\$
Bank Fees on MK Account	\$
Parking Fees & Tolls	\$
Image <i>(hair, nails, NO pedis. Must have itemized receipts)</i>	\$
Casual Labor <i>(office help)</i>	\$
Childcare <i>(during facials, parties, meetings, etc.)</i>	\$
Miscellaneous	\$
Donations <i>(MK Foundation)</i>	\$
Shared Gas <i>(use receipt or a sales ticket)</i>	\$
Merchant Fees <i>(ProPay, PayPal, etc.)</i>	
Booth Rental	
Shipping <i>(from packing slips, don't forget shipping costs on your CDS sales!)</i>	
Dues & Subscriptions <i>(QT Office, My Customers, QB, Glamour/Allure Magazines, etc.)</i>	

Office Equipment or Office Furniture Purchases

Date	Price	Description
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Telephone & Communications

Second Phone Line <i>(dedicated fax line)</i>	\$ _____
Cell Phone	\$ _____
Internet Access	\$ _____

Home Office Expenses

Utilities <i>(Gas, electric, water, sewage, cable)</i>	\$ _____
Land line telephone base rate for year	\$ _____
Rent	\$ _____
Real Estate Taxes	\$ _____
Sq. foot of home/apartment	_____
Sq. foot of office and/or MK use	_____
Cost of Home & Purchase Date	\$ _____ ____/____/____
Insurance <i>(homeowners or renters)</i>	\$ _____
Repairs & Maintenance	\$ _____
Mortgage Interest	\$ _____

Personal Vehicle Expenses

Vehicle Make, Model & Year:

Total Miles Driven	_____
Total MK Miles Driven	_____
Gas, Oil, Repairs, etc.	\$ _____
Tags	\$ _____
Insurance	\$ _____
Car Washes	\$ _____

For Directors

Money collected from consultants for events, etc.	\$ _____
Meeting rooms, workshops, etc.	\$ _____
Consultant Prizes	\$ _____

Outsourcing <i>(UnitWise, Newsletter Direct, etc.)</i>	\$ _____
Director's Suit	\$ _____
Other Misc. Expenses – explain	\$ _____

Please see the following checklist for documents and information to bring with you to your tax appointment:

- Last year's tax return not prepared in our office (Federal, State & Local)
- Social security cards for each person
- Current driver's license for each adult
- W-2s
- 1099s for Interest and Dividends
- 1099Bs or year end investment statements
- Stock/bond transaction information if not included on year end 1099B
- Information about any refunds from the State or Local government regarding overpayment of prior year taxes
- Information regarding sale of any investment property or stock
- K1s received from any corporations, partnerships, etc.
- Unemployment statement 1099G
- Social Security Statement
- IRA/pension or retirement distribution information
- IRA rollover/conversion information
- Student loan interest information (this may be on a 1098)
- Education credit information
- Childcare information including name, address, phone, EIN and amounts paid
- Settlement papers from buying/selling home

*IR-2021-79, April 8, 2021

WASHINGTON — The Treasury Department and the Internal Revenue Service today issued [Notice 2021-25](#) providing guidance under the Taxpayer Certainty and Disaster Relief Act of 2020. The Act added a temporary exception to the 50% limit on the amount that businesses may deduct for food or beverages. The temporary exception allows a 100% deduction for food or beverages from restaurants.

Beginning January 1, 2021, through December 31, 2022, businesses can claim 100% of their food or beverage expenses paid to restaurants as long as the business owner (or an employee of the business) is present when food or beverages are provided and the expense is not lavish or extravagant under the circumstances.