

Mary Kay

2020 TAX DEDUCTION

WORKSHEET

Total Sales *including sales tax (from your sales tickets)* _____

From Income Advisory: Commissions _____ Prizes _____

_____ Beginning Inventory (from Jan. 1) *(wholesale)*

_____ Section 1 Purchases *(wholesale—from packing slips)*

_____ Personal Use Product *(wholesale—unseen—physically cannot see—skincare you use, gifts)*

_____ Section 2 purchases

_____ Closing Inventory on December 31 *(wholesale) (ONLY what is on current order form)*

_____ Gifts *(hostess—max amount to deduct is \$25 per hostess)*

_____ Advertising *(Demos (wholesale cost), website, business cards, PCP, your personal glamour colors, 1 pink item, etc.)*

_____ Insurance on Mary Kay product

_____ Interest on loan or credit card *(for business only)*

_____ Dry cleaning *(Red Jacket or Director Suit)*

_____ Legal & Professional *(accountant, tax preparer, lawyer, etc.)*

_____ Office Expenses *(paper, ink, pens, planners, copies, etc.)*

_____ Weekly Meeting Fees

_____ Supplies *(cotton balls, washcloths, headbands, etc.)*

_____ Sales Tax Paid *(from packing slips)*

_____ Travel Expenses *(hotel, airline tickets, taxi, laundry, etc.)*

_____ Meals & Food *(must be business related & documented)*

_____ Workshops *(Career Conference, Seminar, Fall Retreat, January Jumpstart, Linda Toupin, etc.)*

_____ Bank charges on your Mary Kay checking account

_____ Parking Fees & Tolls

_____ Image *(Nails, Hair – no pedis) must have itemized receipts*

_____ Casual Labor *(office help)*

_____ Childcare *(miscellaneous – facials, parties, meetings, etc.)*

_____ Miscellaneous *(description)*

_____ Donations *(Mary Kay Foundation)*

_____ Shared Gas *(use receipt or a Sales Ticket for a receipt)*



_____ Apparel (Red Jacket beauty coat)

_____ Merchant Fees (ProPay, PayPal, Square)

_____ Unrecovered Sales Tax

_____ Booth Rental

_____ Shipping (from packing slips. Don't forget shipping costs on your CDS sales!)

_____ Postage

_____ Dues & Subscriptions (QT Office, My Customers, QuickBooks, magazine sub. such as Glamour, Allure, etc.)

_____ Seminar Gown, shoes, jewelry (ONLY if invited on stage, your invite is your proof)

OFFICE EQUIPMENT OR OFFICE FURNITURE PURCHASES (includes computer, camera, printer)

<i>Date</i>	<i>Price</i>	<i>Description</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TELEPHONE & COMMUNICATION:

_____ Second Phone Line (dedicated fax line)

_____ Cell Phone

_____ Internet Access

OFFICE IN HOME EXPENSES:

_____ Utilities (Gas, Electric, Water, Sewage, Garbage, Cable or Satellite)

_____ Land Line Telephone Base Rate (for the year)

_____ Rent for Renters

_____ Real Estate Taxes

_____ Sq. foot of Home or Apartment

_____ Sq. foot of office or Mary Kay usage

_____ Cost of Home

_____ Insurance (Homeowners or Renters)

_____ Repairs & Maintenance

_____ Mortgage Interest

_____ Purchase Date

PERSONAL VEHICLE EXPENSES: Vehicle Model _____ Year _____

_____ Total Vehicle Miles
_____ Total Mary Kay Miles
_____ Gas, Oil, Repairs, etc.
_____ Tags _____ Insurance _____ Car Washes

MARY KAY VEHICLE EXPENSES: Vehicle Model _____ Year _____

_____ Total Car Payments Paid by Mary Kay
_____ Total Car Payments Paid by You
_____ Insurance Paid by Mary Kay
_____ Insurance Paid by You
_____ Total Vehicle Miles
_____ Total Mary Kay Miles
_____ Gas, Oil, Repairs, etc.
_____ Tags _____ Insurance _____ Car Washes

FOR DIRECTORS:

_____ Money collected from consultants for events, meetings
_____ Money paid out for meeting rooms, workshops, etc.
_____ Prizes for consultants
_____ Outsourcing (UnitWise, Newsletter Direct, etc.)
_____ Director Suit
_____ Other miscellaneous expenses (please list below)