

How do I keep track of my Tax Deductions?

Get an Accordion File at an office supply store to keep your receipts in all year long. Save & file every expense you have for your business throughout the year. Every little bit helps. At the end of each year, total up each category expenses, and you'll have them to give your accountant. Having an accountant that completely understands how a MK in home business works is KEY. I have a GREAT one if you need a recommendation. This can make ALL the difference! At the end of the year print & use the Income Tax Preparation Sheet in the Training Center under Money Management as a guide.

Here are some ideas for file headings in your accordion file:

Packing Slips from MK Orders	Postage	Utilities & Telephone	Internet & Website
Business Supplies	Office Equipment	Promotions, Contests, Prizes	Meeting Expenses Conferences, Seminar, Unit Mtg., Events
Entertainment & Meals	Travel	Auto Gas, Etc.	Advertising PCP, Etc.
Charitable Donations	Income Receipts & Bank Statements	Misc.	Deposits