
TAX PREPARATION WORKSHEET

Name _____ Year _____
If this is your first year - Give Start Date _____

MARY KAY WORKSHEET

_____ Total Sales (Including Tax) _____ Commissions _____ Prizes

_____ Beginning Inventory (At Your Cost)
_____ Section 1 Purchases (Your Cost - From Packing Slips)
_____ Personal Use Product (Your Cost)
_____ Closing Inventory (At Your Cost)

_____ Advertising (PCP, PINK!, etc.)
_____ Insurance on Mary Kay Product
_____ Interest on Loan or Credit Card
_____ Dry Cleaning
_____ Legal and Professional
_____ Office or Bookkeeping Expenses
_____ Weekly Meeting Fees
_____ Supplies
_____ Sales Tax Paid (From Packing Slips)
_____ Travel Expenses
_____ Meals and Food
_____ Bank Charges on Mary Kay Account
_____ Propay Fees
_____ Dues and Publications
_____ Postage
_____ Freight Expense (From Packing Slips)
_____ Section 2 (From Packing Slips)
_____ Workshops

Telephone and Communication Expenses:

_____ Mary Kay Long Distance
_____ Second Phone Line
_____ Home Phone Add-ons
_____ Cell Phone
_____ Voice Mail
_____ Internet Access

Current Year Assets Purchased:

| Date | Amount | Description |
|-------|--------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

_____ Misc. (description) _____

Vehicle Expenses:

| | |
|---------------------------|-------------------------------|
| _____ Total Vehicle Miles | _____ Total Mary Kay Miles |
| _____ Purchase Price | _____ Gas, Oil, Repairs, etc. |
| _____ Lease Payments | _____ Interest on Loan |
| | _____ Tags |
| | _____ Insurance |

Office In Home Expenses:

| | |
|---|---|
| _____ Utilities (Gas, Electric, Water, Sewage, Garbage & Cable) | |
| _____ Telephone Base Rate (For the Year) | _____ Insurance (Homeowners or Renters) |
| _____ Rent for Renters | _____ Repairs and Maintenance |
| _____ Real estate Taxes | _____ Mortgage Interest |
| _____ Sq. Foot Of Home or Apartment | _____ Sq. Foot of Mary Kay Usage |
| _____ Cost of Home | _____ Purchase Date |