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YEAR: _____

INCOME TAX SUMMARY FOR MARY KAY BUSINESS

A) INCOME:

- 1) Total of all sales slips after discounts excluding sales tax - actual cash..... \$ _____
 - 2) Subtract any money refunded to customers - actual cash (Don't include exchanges)..... \$ _____
 - 3) Total of all other income including company commissions, prizes, etc..... \$ _____
- Attach Form 1099 and copy of Income Advisory Statement (IAS)

B) COST OF GOODS SOLD (Section I only): Attach copy of Income Advisory Statement (IAS).

- 1) Inventory December 31, 2003 (WHOLESALE, EXCLUDE SALES TAX)..... \$ _____
-first year consultants put date started Mary kay business.....
- 2) Product purchases - Add up MK invoices (if using IAS - add December purchases to IAS total)
(WHOLESALE, EXCLUDE SALES TAX)..... \$ _____
- 3) Wholesale cost of products NOT business related, i.e. used personally..... \$ _____
or for family or personal gifts..... \$ _____
- 4) Inventory December 31, 2004 (WHOLESALE, EXCLUDE SALES TAX)..... \$ _____
Use copy of "Consultants Order Sheet" to count inventory, then multiply by discounted value,
i.e. 50%, (don't include free or obsolete product on your shelf)
- 5) Wholesale cost of free product received during year..... \$ _____

C) EXPENSES: (Include sales tax)

- 1) Automobile Expenses:
 - Gas..... \$ _____
 - Car License..... \$ _____
 - Insurance..... \$ _____
 - Lease Payments..... \$ _____
 - Maintenance..... \$ _____
 - Repairs..... \$ _____
 - Washes..... \$ _____
 - Other..... \$ _____Total Mary Kay miles driven during year.....
Total miles driven during year (12/31/03 Odometer reading _____).....
Interest on car loans..... \$ _____
Parking fees & tolls..... \$ _____
- 2) Advertising, newsletter..... \$ _____
- 3) Subscriptions and dues..... \$ _____
- 4) Conference Fees: Seminar, Career, Management, Leadership & Workshop..... \$ _____
- 5) Unit meeting Fees..... \$ _____
- 6) Purchases of business equipment, i.e., computer, fax, copy machine, telephone, etc..... \$ _____
- 7) Purchases of business furniture, i.e., desk, chairs, file cabinet, etc X____% used for MK..... \$ _____
- 8) Product & liability insurance..... \$ _____
- 9) Interest - business loans, charge cards & finance chgs X____% used for MK..... \$ _____
- 10) Legal and professional..... \$ _____
- 11) Tax preparation..... \$ _____
- 12) Office supplies..... \$ _____
- 13) Printing..... \$ _____
- 14) Postage, UPS, etc..... \$ _____
- 15) Clothing i.e. Beauty Coat, Dry cleaning, etc..... \$ _____
- 16) Meeting room and other rental/leases (Less reimbursements received)..... \$ _____
- 17) Repairs and maintenance of business equipment..... \$ _____

