

Tax Information Worksheet for Mary Kay Business

Name: _____

Address: _____

Social Security # _____

Phone # _____

Total Money Collected (Include Sales Tax) _____

Other Income (Include Copy of 1099-MISC) _____

Returns (If Included In Income Above) _____

Auto Expenses:

Description of Auto _____

Date First Used For Business _____

Cost of Automobile _____

Total Miles Driven For Entire Year _____

Mary Kay Miles Included Above _____

Personal Property Tax On Auto _____

Finance Charges on Vehicle _____

Parking & Tolls _____

If You Have Kept the Records (This is for the ENTIRE Year)

Gas, Oil, Lubes Etc. _____

Repairs and Maintenance _____

Tires, Supplies Etc. _____

Insurance _____

Licenses and Registration (Not Sales Tax) _____

Any Other Notes: _____

Phone Expenses:

Internet Service Charges _____

Mary Kay Long Distance _____

Premium Service Charges _____

Cell Phone _____

Cell Phone % Business Use _____

Other Expenses:

Advertising _____

Bank Charges _____

Gifts (Only Purchased Not Sec. 1 Items) _____

Promotion and Sales Aids (Not Sec. 1) _____

Office Supplies _____

Printing and Copies _____

Prizes & Awards (Not Sec. 1 Items) _____

Legal & Accounting _____

Sales Meetings, Dues, MC Workshop _____

Seminars, Career Conference _____

Uniforms _____

Airfare & Lodging (Out of Town) _____

Temporary Help _____

Product or Liability Insurance _____

Meals & Entertainment _____

Interest (Business Loans & C.C. Not Auto) _____

Supplies (Other than Sec. 2 Items) _____

Other _____