

INCOME TAX ORGANIZER

Especially Developed for
Independent Beauty Consultants

Date Started Mary Kay: _____

Name: _____

Year: _____

Please provide a copy of Income Advisory Statement (IAS) and 1099-MISC

INCOME - This section should be shown in retail dollars only, which is the amount you actually received for sale of the product-before sales tax.

Total income before discounts (exclude sales tax)	
(Do not include sales to yourself or personal use)	\$ _____
Discounts (actual cash given back)	\$(_____)
Mary Kay direct income (commissions)	\$ _____
Prizes and Awards	\$ _____

COST OF GOODS SOLD (Section 1 only) – This section should be shown in wholesale dollars only.

Beginning of the Year Inventory (Last Year's Ending Inventory)	\$ _____
Purchases during the year (January thru December)	
(The IAS only goes through November so don't forget to include your December purchases)	
Total Section 1 purchases (exclude sales tax)	\$ _____
Products used personally (at wholesale cost).	\$ _____
Products given away (at wholesale cost).	\$ _____
Products use for promotional gifts (at wholesale cost)	\$ _____
End of the Year Inventory (excluding sales tax) (Consultants Order Form)	\$ _____
(Do not include free or obsolete product on your shelf)	
Free Product Inventory	\$ _____
Freight and shipping costs for product	\$ _____

OPERATING EXPENSES – See attached guide for examples

Advertising, newsletter and other	\$ _____
Seminars, Conference, Career and Workshop expenses	\$ _____
Unit Meeting Fees	\$ _____
Dues / Subscriptions / Publications	\$ _____
Interest Paid:	
Credit Cards (Mary Kay purchases only)	\$ _____
Loans (Non Automobile, Non Home Mortgage)	\$ _____
Legal, Professional & Accounting	\$ _____
Mary Kay personal website	\$ _____
Internet Fees (Business Use % _____)	\$ _____
Cellular Phone (Business Use % _____)	\$ _____
Telephone (Long distance & 2 nd Line)	\$ _____

(Over for additional expenses)

OPERATING EXPENSES – See attached guide for examples

Office Supplies	\$ _____
Printing & Postage	\$ _____
Red Jacket/ Sales Director suit	\$ _____
Meeting room rental fees (less reimbursement from consultants)	\$ _____
Bank Fees	\$ _____
Credit Card Processing Fees (Propay)	\$ _____
Repairs & Maintenance (Non Automobile)	\$ _____
Supplies (Non Section II)	\$ _____
Section II Mary Kay supplies (including sales tax)	\$ _____
Non Recovered Sales Tax	\$ _____
Travel Expense (airline, taxi, bus, lodging)	\$ _____
Meals and Entertainment (Local at 100%)	\$ _____
Out-of-Town Meals and Entertainment ___ # Days Location _____	\$ _____
(Attach sheet with additional days and locations if more than one location)	
Employee Payroll Paid (W-2 and/or Contract Labor (1099-MISC))	\$ _____
Payroll Taxes	\$ _____
Equipment (computer, printer, desk, chair, etc) Date Purchased ___ / ___ / _____	\$ _____
Other: _____	\$ _____

Attach a separate sheet more room is need

Office / Storage in the Home:

Total Square Footage of Home:	_____	Original Cost of the Home
Square Footage of Office/Storage:	_____	\$ _____
Utilities (Electric, Gas, Water)	\$ _____	Value of Land
Repairs (to common areas)	\$ _____	\$ _____
Insurance (Renters/Home Owners)	\$ _____	Date Home Purchased
Real Estate Taxes Paid	\$ _____	_____ / _____ / _____
Mortgage Interest	\$ _____	Cost of Improvements
Rent Paid	\$ _____	\$ _____

Automobile

Gas and Oil Changes	\$ _____	<u>Mileage Information</u>
Repairs/maintenance/oil changes	\$ _____	Total miles driven _____
Insurance	\$ _____	Personal miles _____
License and registration	\$ _____	Mary Kay miles _____
Lease payment	\$ _____	
Interest portion of auto loan	\$ _____	Odometer Reading (last day of year)
Parking fees / tolls	\$ _____	_____