

**1. Gross Receipts or Sales**

Sales tickets from sales of Mary Kay product and bank deposit slips

**2. Returns and Allowances**

Receipts of product returned to you for refund or exchange

**3. Cost of Goods Sold**

Receipts to support purchase of product (i.e. packing slip), shipping/handling paid to the Company, record of personal use and product given as hostess gifts

**4. Other Income**

Monthly commission statements, Income Advisory Statement & Form 1099-MISC for commissions, prizes and awards earned from the Company and fair market value of prizes received from others.

**5. Advertising**

Business cards, newspaper ads

**6. Car and Truck Expenses**

Mileage log, business portion of gas receipts, repairs, maintenance, insurance, tires, oil, interest on car loan, parking fees, tolls and auto property tax

**7. Commissions and Fees**

Dovetail commissions and amount of prizes awarded to others

**8. Depreciation**

Depreciation on automobile, equipment and portion of home used in your Mary Kay business

**9. Insurance**

Mary Kay® product protection insurance and general liability. Does not include homeowner's insurance, life, auto or health insurance

**10. Other Interest**

Interest on business loans and business credit cards

**11. Legal/Professional Services**

Payments to accountants, lawyers and other professionals for services related to your Mary Kay business

**12. Office Expenses**

Business-related office supplies and postage stamps

**13. Rent on Vehicles, Machinery and Equipment**

Business portion of auto lease expenses plus any leased office equipment

**14. Rent on Other Business Property**

Rent or lease on office, if separate from home

**15. Repairs/Maintenance**

Cost of repairing equipment used in your Mary Kay business

**16. Supplies (Sales Aid Purchases)**

Found on the Income Advisory Statement. Includes Starter Kits, Section 2, Desktop Office Manager, Personal Website, PCP Premiums, Director Order Sheet, Buzz Kits, & Unit Seminar Awards

**17. Taxes and Licenses**

Business & occupation taxes, gross receipt taxes, local business licenses and non-recovered sales tax

**18. Travel**

Datebook or daily planner for documentation, business travel expenses such as transportation, lodging, tips, convention fees, etc.

**19. Meals and Entertainment**

Datebook or daily planner for documentation, meals from business travel and meals and entertainment directly related to your Mary Kay business

**20. Utilities**

Long distance business calls, business portion of additional phone features such as call waiting, cost of a second phone, if dedicated solely for business use

**21. Wages**

Hourly wages or salary paid for office assistance

**22. Other Expenses/Bank Service Charges**

Service charges on business bank and credit card accounts, money order fees, credit card processing fees

**23. Other Expenses - Freight**

Charges for shipping product to customers, team members, etc.

**24. Other Expenses – Gifts-with-Purchase**

**25. Other Expenses – Hostess Gifts Other than Mary Kay® Products**

Cost of Section 2 items given as hostess gifts (limited to \$25 or less)

**26. Other Expenses– Bad Debt**

Returned customer checks or refused credit card payments you are completely unable to collect

**27. Other Expenses**

Any other expense category not already listed elsewhere

**28. Expenses for Business Use of Home**

Maintenance, repairs, utilities, taxes, mortgage interest, etc.

**Documentation for**

\_\_\_\_\_ **Tax Year**