

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**