

Name \_\_\_\_\_ Your Local Director \_\_\_\_\_ Tax Year \_\_\_\_\_  
Address \_\_\_\_\_ City, State, & Zip Code \_\_\_\_\_ Cell Ph. # \_\_\_\_\_

\* By reporting all sales taxes collected and paid, we do not need to keep up with non-recovered sales tax, discounts, or hostess credits.

**RECEIPTS (total \$s received after discounts) (@ RETAIL)**

Net Sales Including Tax (add up sales tickets) \$ \_\_\_\_\_  
Dovetail Received & Sales to Consultants + Tax \$ \_\_\_\_\_  
Returns & Uncoll. Sales Included in "Net Sales" \$ \_\_\_\_\_  
Recruiter/Director Commissions (1099-MISC) \$ \_\_\_\_\_  
Prizes/Awards Received (Income Advisory Stmt.) \$ \_\_\_\_\_

\* Pers. use, gifts, & inventory valued @ wholesale = 1/2 retail

**COST OF GOODS SOLD (Demos are N/A) (@ WHOLESALE)**

Beginning Inventory on 1/1/\_\_\_\_ (if 1st yr., = "0") \$ \_\_\_\_\_  
Section 1 Purchased (invoices + other consultants) \$ \_\_\_\_\_  
Personal Use of Section 1 Cosmetics (1/2 Retail) \$ \_\_\_\_\_  
Section 1 Cosmetics Given Away (1/2 Retail) \$ \_\_\_\_\_  
Section 2 Purch. (Beauty Case, invoices, & OTC) \$ \_\_\_\_\_  
Sales Taxes Paid on Sections 1 & 2 (invoices) \$ \_\_\_\_\_  
End. Inventory (Sect. 1 **only**) on 12/31/\_\_\_\_ (1/2 R.) \$ \_\_\_\_\_

\* The space for office in home must be used **exclusively** for bus.

**OFFICE IN HOME DATA (if 2 homes used, separate by a ";")**

Sq. Ft. of Office & Storage, or # of **entire** rooms \_\_\_\_\_  
Sq. Ft. of Home (excl. garage), or total # of rooms \_\_\_\_\_  
Date Apartment/House Rented or Purchased \_\_\_\_\_  
Date You Started Your Cosmetics Business \_\_\_\_\_

Purch. Price + **Closing + Improve. Prior to Bus.** \$ \_\_\_\_\_  
Est. Value of Land **Only** (county tax appraisal) \$ \_\_\_\_\_

**HOME OFFICE EXPENSES (during Bus.) (for 2, sep. by a ";")**

Mortgage Int. (**only**) (Form 1098/coupon book) \$ \_\_\_\_\_  
Real Estate Taxes (Form 1098/coup. book/checks) \$ \_\_\_\_\_  
Hazard Insurance (Form 1098/coupon book) \$ \_\_\_\_\_  
**Rent (NOT mortgage)** Payments (during Bus.) \$ \_\_\_\_\_  
Repairs (**put improve. on Depr. W/s only**), Lawn \$ \_\_\_\_\_  
Utilities: Gas \$ \_\_\_\_\_ Water \$ \_\_\_\_\_ Electric \$ \_\_\_\_\_  
Security, Pest, Housekeeper, & Association Fees \$ \_\_\_\_\_

\* THE IRS REQUIRES THAT YOU KEEP A MILEAGE LOG \*

\* Circle "Leased" for which car is leased...

**CAR USAGE DATA FOR EACH CAR USED**

\* and draw an arrow to which car leased

Year, Make and Model \_\_\_\_\_;  
Date **Purchased/Leased\*** \_\_\_\_\_;  
Purchase/Lease Price Including Tax \$ \_\_\_\_\_ \$ \_\_\_\_\_

**OPERATING EXPENSES (some allocated per business usage\*)**

Advertising & Preferred Cust. Program name fees \$ \_\_\_\_\_  
Bank & Credit Card Processing (ProPay) Fees \$ \_\_\_\_\_  
Contract Labor (to kids, babysitters, assistant) \$ \_\_\_\_\_  
Product Liability Insurance (**bought from co.**) \$ \_\_\_\_\_  
Credit Card/Loan **Int. only (business use only)\*** \$ \_\_\_\_\_  
Tax Preparation Fee (**if filed business last year**) \$ \_\_\_\_\_  
Off. Supp. (**furn./equip. on Depr. W/sheet only**) \$ \_\_\_\_\_  
Rent (meeting rooms, dues, raffles, storage) \$ \_\_\_\_\_  
Equipment: **Rental** \$ \_\_\_\_\_; **Repairs** \$ \_\_\_\_\_  
Facial Supplies (cotton balls, washcloths, etc.) \$ \_\_\_\_\_  
Bus. Related: **Travel** \$ \_\_\_\_\_; **Hotels** \$ \_\_\_\_\_  
Business Meals (you bought for other person) \$ \_\_\_\_\_  
Out of Town Meals & Refreshments for Meetings \$ \_\_\_\_\_  
**Separate (bus.)** Phone Line + Bus. Long Distance \$ \_\_\_\_\_  
Cell Phone, Beeper, Call Notes (**bus. use only**)\* \$ \_\_\_\_\_  
Seminars + Motivation Books/Tapes/Videos \$ \_\_\_\_\_  
Dir. Suit/Red Jacket/Seminar Dress/Smock/Tux. \$ \_\_\_\_\_  
Laundry, Drycleaning, & Alter. (**above items only**) \$ \_\_\_\_\_  
Basket Materials (shrink wrap, moss, etc.) \$ \_\_\_\_\_  
Postage/Freight (out of town cust /co. invoices) \$ \_\_\_\_\_  
Hostess Gifts (**other than cosmetics product**) \$ \_\_\_\_\_  
Film + Devel. Costs (before & after pictures) \$ \_\_\_\_\_  
Dues & Publications (bus./glamour magazines) \$ \_\_\_\_\_  
Consultant Prizes, Awards, & Promotions Given \$ \_\_\_\_\_  
Other (rent car, dovetail pd., internet) \$ \_\_\_\_\_

**TOTAL (full year) CAR EXPENSES Car #1 Car #2**

Gas, Repairs, Parts, Maint., & Car Wash \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Insurance, Tags, Inspec. Sticker, & AAA \$ \_\_\_\_\_ \$ \_\_\_\_\_  
**Car Loan Int. (only)/Lease Payments\*** \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Parking & Tolls \$ \_\_\_\_\_; Inclusion Amt. (I'll do) \$ \_\_\_\_\_ \$ \_\_\_\_\_

\*\* I ATTEST TO THESE MILEAGE FIGURES (initial) \*\* \_\_\_\_\_

Total Miles Driven for **Cosmetics Only** \_\_\_\_\_;  
Total Miles Driven for **All-Purposes (full yr.)** \_\_\_\_\_;  
R. T. Job Commute \_\_\_\_\_; Is there another car in your household? \_\_\_\_\_

