

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

**\* DO NOT FORGET TO INCLUDE THE SALES INCOME & EXPENSES VIA ONLINE CUSTOMER DELIVERY SERVICE SALES.**

Date You Started Your Business \_\_\_\_\_; Claimed last yr.? \_\_\_\_\_

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

Net Sales + Tax Collected (sales tickets + **online**) \$ \_\_\_\_\_

Dovetail Received & Sales to Consultants + Tax \$ \_\_\_\_\_

Returns & Uncoll. Sales Included in "Net Sales" \$ \_\_\_\_\_

Comm./Prizes Received (**Income Advisory Stmt.**) \$ \_\_\_\_\_

**Train. Ctr./Mtg. Room/Hotel Income (Dir.s only)** \$ \_\_\_\_\_

**\* 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/**online**/consultants) \$ \_\_\_\_\_

Personal Use of Section 1 Cosmetics (**1/2 Retail**) \$ \_\_\_\_\_

Sect. 1 Cosmetics Given Away (**online**; **1/2 Retail**) \$ \_\_\_\_\_

Sect. 2 Purchased (Beauty Case/invoices/**online**) \$ \_\_\_\_\_

Sect. 1 & 2 Sales Taxes You **Pd.** (invoices/**online**) \$ \_\_\_\_\_

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 ";")**

**Office & Storage:** Sq. Ft. | & # of **entire** rooms used \_\_\_\_\_ | \_\_\_\_\_

**Entire Home:** Sq. Ft. (excl. garage) | & # of rooms \_\_\_\_\_ | \_\_\_\_\_

Date Apartment/House Rented or Purchased \_\_\_\_\_

Purch. Price + **Closing + Improve. Prior to Bus.** \$ \_\_\_\_\_

Est. Value of Land **Only** (county tax appraisal) \$ \_\_\_\_\_

**HOME OFFICE EXPENSES (mos. in bus.) (for 2, sep. by a ";")**

Mortgage Int. (**only**) (Form 1098/coupon book) \$ \_\_\_\_\_

Real Estate Taxes (Form 1098/coup. book/checks) \$ \_\_\_\_\_

Homeowner/Hazard/Renter's Insur. (1098/checks) \$ \_\_\_\_\_

**Rent (NOT mortgage)** Payments (mos. in bus.) \$ \_\_\_\_\_

Repairs (**put improve. on Depr. W/s only**), Lawn \$ \_\_\_\_\_

Utilities: Gas \$ \_\_\_\_\_ Water \$ \_\_\_\_\_ Electric \$ \_\_\_\_\_

Security, Pest, Housekeeper, & Association Fees \$ \_\_\_\_\_

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

**\* = Circle "Leased" if car was leased, and... CAR DATA FOR EACH CAR USED IN BUS. ...draw an arrow to which car was leased. \***

Year, Make and Model \_\_\_\_\_; \_\_\_\_\_

Date **Purchased/Leased\*** \_\_\_\_\_; \_\_\_\_\_

Purchase/Lease Price Including Tax \$ \_\_\_\_\_; \$ \_\_\_\_\_

**OPERATING EXPENSES (\* = allocate per business usage)**

Advertising & Preferred Cust. Program name fees \$ \_\_\_\_\_

Bank & Credit Card Processing (ProPay) Fees \$ \_\_\_\_\_

Contract Labor (for work done by your asst./kids) \$ \_\_\_\_\_

Product Liability Insurance (**bought from co.**) \$ \_\_\_\_\_

Credit Card/Loan **Int. only (bus. portion only)\*** \$ \_\_\_\_\_

Tax Prep. \$ \_\_\_\_\_; Prof. (virtual asst./newsletter) Svcs. \$ \_\_\_\_\_

Off. Supp. (**furn./equip. on Depr. W/sheet only**) \$ \_\_\_\_\_

**Rent (mtg. rooms/dues/raffles/booths/storage)** \$ \_\_\_\_\_

Equipment: **Rental** \$ \_\_\_\_\_; **Repairs** \$ \_\_\_\_\_

Facial Supplies (Q-Tips, cotton balls, washcloths) \$ \_\_\_\_\_

Travel: **Transportation** \$ \_\_\_\_\_; **Lodging** \$ \_\_\_\_\_

Bus. Meals (bt. for others) \$ \_\_\_\_\_; Mtg. Refresh. \$ \_\_\_\_\_

Out of Town Bus. Meals \$ \_\_\_\_\_; # of nights out of town \_\_\_\_\_

**2nd, Separate (bus.)** Phone Line + Bus. Long Dist. \$ \_\_\_\_\_

Cell Phone, Beeper, Call Notes (**bus. use only**)\* \$ \_\_\_\_\_

Seminars \$ \_\_\_\_\_; **Top Dir./NSD Trip** \$ \_\_\_\_\_ **bus./total days** /

Dir. Suit/Red Jacket/Seminar Dress/Smock/Tux. \$ \_\_\_\_\_

Laundry, Drycleaning, & Alter. (above items only) \$ \_\_\_\_\_

Basket Materials (shrink wrap, moss, bows, etc.) \$ \_\_\_\_\_

Postage/Freight (invoices/**online**/out of town cust.) \$ \_\_\_\_\_

Hostess Gifts (**other than Sect. 1 & 2; \$25 max.**) \$ \_\_\_\_\_

Film + Devel. Costs (before & after pictures) \$ \_\_\_\_\_

Dues/Publications (bus./glamour mag., CDs/DVDs) \$ \_\_\_\_\_

Consultant Prizes, Awards, & Promotions Given \$ \_\_\_\_\_

Other (rent car\*, Dir. supplies, internet\*) \$ \_\_\_\_\_

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

Gas, Repairs, Parts, Maint., & Car Wash \$ \_\_\_\_\_; \$ \_\_\_\_\_

Insurance, Tags, Inspec., OnStar, & AAA \$ \_\_\_\_\_; \$ \_\_\_\_\_

**Car Loan Int. (only)/Lease\* Payments** \$ \_\_\_\_\_; \$ \_\_\_\_\_

M-K Parking/Tolls \$ \_\_\_\_\_; Inclusion Amt. (I'll do) \$ \_\_\_\_\_; \$ \_\_\_\_\_

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

Miles Driven for **Cosmetics Purposes Only** \_\_\_\_\_; \_\_\_\_\_

Total Miles the Vehicle Was Driven (**full yr.**) \_\_\_\_\_; \_\_\_\_\_

R. T. Job Commute \_\_\_\_\_; Is there more than 1 car in your home? \_\_\_\_\_

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DO NOT add the purchase price of these items in with "Office Supplies" or home office "Repairs".

FOR REPEAT CLIENTS, REPORT ONLY THE CHANGES TO WHAT WE HAVE ON FILE FROM LAST YEAR.

DEPRECIATION WORKSHEET FOR
(name of job/bus./min./rental activity)

\*\* Complete the first four columns, even if purchased prior to going into business or ministry. Include home improvements (if you have a home office), equipment upgrades, software, desk, chair, lamp, file cabinet, bookshelf, table, computer, iPad, iPod, calculator, scanner, copier, fax machine, TV, CD/DVD/Blu-Ray player, stereo, furniture, telephones, cell phones, answering machine, camera, PDA, power tools/equipment, appliances, and other capital assets.

Table with 8 columns: Description of Capital Asset, Month and Year Purchased, Your Cost or Basis in the Asset, Business or Investment Use %, and Depreciation Taken in Prior Years (Section 179, 20\_\_ Tax Yr.).

TRAINING CENTER EXPENSES (report Total Rent Income collected on front side)

Form for Training Center Expenses including categories like Total Rent Paid, Utilities (Gas, Water, Elect), Phone, Cable, Internet, Trash, Security, Janitorial, Repairs/Maint, Insurance, Pest Control, Taxes and/or Fees, and Other.