

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? _____

