

TAX INFORMATION

To pull together tax info for your CPA or accountant for the current year, you will need the following:

- Miles driven in current year for business (be sure to keep a notebook in your car to record these)
- Weekly Summaries (use these to keep track of retail sales, Less tax; hostess credit issued; and nonrecovered sales tax)
- Amounts of total house payments made, all utilities, including office phone fees, cell phone fees, and Internet, your CPA will determine what portion you are allowed to deduct.
- An ending inventory of Section 1 products (Section 2 is all deductible)
- Receipts, checks and credit card slips for all expenses pertaining to your business (see attached sheet)
- Interest on your business loan, bank fees, and credit card interest and fees for accepting credit cards from your customers.
- You must submit a record of all personal use that you took out of your inventory.

NOTE: I suggest you make 12 copies of the attached sheet, staple it to an 8 x 12 envelope, and keep track of your business on a monthly basis. It is so much easier at the end of the year!