

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 received 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 (business use 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 \_\_\_\_\_

2<sup>nd</sup>, 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? \_\_\_\_\_

