

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.**

RECEIPTS (total \$s received after discounts) (@ RETAIL)
Net Sales Incl. Tax (from sales tickets + **online**) \$ _____
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/**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**) \$ _____
Sales Taxes Paid on Sect. 1 & 2 (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 ";")
Sq. Ft. | & # of **entire** rooms of Office & Storage _____
Sq. Ft. | & total # of rooms of Home (excl. garage) _____
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/Renter's Insur. (1098/coup. Book/checks) \$ _____
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**
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.) \$ _____
Travel: **Transportation** \$ _____; **Lodging** \$ _____
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 (invoices/**online**/out of town cust.) \$ _____
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) ****

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

