

## Mary Kay Tax Preparation Worksheet

Employer Identification Number (EIN)	
Retail Product Sales - (Do not include sales tax)	
Retail Product Returns/Exchanges	
Other Income (ie. commissions, etc)	
Date started Mary Kay	
Value of section I inventory on hand as of 1/1/04 (Wholesale)	
Value of section I inventory on hand as of 12/31/04 (Wholesale)	
Value of section I items taken for personal use (Wholesale)	
Value of section I wholesale purchases from 1/1/04 - 12/31/04 (excluding taxes and freight)	
Preferred Customer Program	
Mary Kay Website	
Business Cards	
Phone Book Listing/Newspaper Ads	
Booth Rentals for Fairs	
Greeting Cards	
Gas	
Oil Changes/Tires/Parts	
Auto Insurance	
Car/Lease Payments	
Interest on Car Loan	
Registration	
Parking Fees/Tolls	
Property Taxes	
Car Washes	
Auto Repairs	
Total Business Miles Driven	
Total Business and Personal Miles Driven	
1/1/04 Beginning Odometer	
12/31/04 Ending Odometer	

Clothing (Beauty Coat, Red Jacket, etc)	
Dovetail Expense	
Cash Prizes	
Equipment (Computer, peripherals, digital camera, phone, cell phone, etc.)	
Furniture (tables, chairs, etc.)	
Automobiles	
Insurance (Medical, Dental, Vision Insurance, If Self-Employed - Premiums, co-pays, etc.)	
Product Replacement Insurance	
Interest Expense Paid on Credit Card/Business Loan	
Office Expenses (Paper clips, pens, stationary, stapler, etc)	
Postage	
Hotel Rent (Where Meetings Are Held)	
Equipment Leases (Printers, copiers, computers, etc.)	
Child Care	
Starter Kit	
Samples (Section II)	
Preferred Customer Program Prizes	
Ink, Paper, Software	
Class Supplies (Cotton Swabs, cotton balls, etc.)	
Non-Recovered Sales Tax	
Payroll Taxes Paid (Federal and State)	

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Airfare	
Convention Fees (Seminar, Leadership, Career Conference, National Retreats)	
Lodging	
Taxis	
Tips	
Cleaning and Laundry (While traveling)	
Phone Calls (while traveling)	
Meals	
Entertainment	
Home Telephone (Long distance portion)	
Business Telephone (Entire amount)	
Wages Paid (Office Assistant, House Keeper)	
Credit Card Processing Fees	
Gifts (\$25 Max per person)	
Section I Hostess Gifts	
Prizes	
Freight Paid (Product purchases from Mary Kay)	
Freight Paid (Shipping product to your customers)	
Bank Service Charges	
Guest Event Fees	
Meeting Fees	
Tax Preparation Fees/Legal Fees	
Cell Phone (Business use % _____ )	
Internet Fees	
UnitNet or personal unit website	

Square Footage of Home Office	
Total Square Footage of Home	
Date home was purchased	
Is this the first year you are taking the home office deduction? (Yes/No)	
Date you began using your home office (only if you began using your home office in 2004)	
Cost of Home (not including land - you can find this on your first property tax bill)	
Amount paid in rent (since the later of: 1/1/04 or the date you began using your home office)	
Insurance Paid on home (ie. homeowners, etc.)	
Property Taxes paid	
Mortgage Interest paid	
Utilities (gas, electric, garbage, water, sewage)	
Repairs and maintenance (new carpet, etc.)	
Home Security System fees	

**Please send this completed form, along with all other tax documents to:**

Brian L. Starr, CPA  
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**Contact Information:**

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