

FROMI TAX SERVICE, INC
TAX PREPARATION • YEAR ROUND TAX ASSISTANCE

We have developed this Tax Organizer to assist you in collecting and summarizing the information needed for your Mary Kay business. The following pages contain many of the common items of income and expenses associated with your business. Please review every item listed as they may apply to your specific situation.

-----GENERAL INFORMATION-----

Name _____
Home Address _____
Home Phone _____ Cell _____
Email Address _____

-----SOURCES OF INCOME-----

Please be sure to include both your official Form 1099-MISC issued by Mary Kay Cosmetics Company and the Income Advisory Statement issued by the company.

Total RETAIL pink ticket personal sales for year (Do NOT include sales tax and reduce for any discounts given)	\$ _____
Product Sold to Other Consultants (Do NOT include if already in Pink Ticket Sales above)	\$ _____
Total Commissions received	\$ _____
The taxable value of prizes & awards received from Mary Kay as shown on Mary Kay Form 1099	\$ _____

-----COST OF GOODS SOLD-----

Prior Year's Ending Inventory (Wholesale value) (Enter 0 if this is your first year in Mary Kay)	\$ _____
Total Section 1 purchases this year (Wholesale) (Do NOT include sales tax)	\$ _____
Total Section 1 items purchased from other Consultants (Wholesale or actual purchase price)	\$ _____
Personal Use of Section 1 Products (Wholesale)	\$ _____
Wholesale cost of Section 1 products given as gifts to family, friends and customers (including demonstration items)	\$ _____
Returns & Allowances/Spoilage (Retail) (Do NOT include product to be sent back to MK for even replacement)	\$ _____
Ending Inventory (Wholesale)	\$ _____

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-----EXPENSES-----

Advertising:

Business Cards, Labels & Stationary	\$ _____
Fair Booths/Bridal Fairs	\$ _____
Film & Film Developing	\$ _____
Fliers & Client Newsletters	\$ _____
Floral Gifts & Greeting Cards	\$ _____
Hostess Gifts other than Mary Kay	\$ _____
Products (limited to \$25 per recipient)	\$ _____
Mailing List Cost (i.e. Statewide Data)	\$ _____
Mary Kay Subscription Service	\$ _____
Newspaper/Phone Book Ads	\$ _____
Photo Shoots	\$ _____
Preferred Customer Program	\$ _____
Prizes and Awards	\$ _____
Promotional Tools	\$ _____
Sales Literature	\$ _____
Website Hosting Fees (i.e. Unitnet)	\$ _____
Other _____	\$ _____

Automobile:

Date started driving auto for business	_____
Total Mary Kay Business related miles	_____
Total of all mileage for the entire year	_____

Bad Debts (if originally claimed as sales & there is reason to believe the debt will never be collected):

Customer's NSF Check Fees	\$ _____
Other (document & verify)	\$ _____

Bank Charges:

Monthly Bank Service Charges	\$ _____
Money Order Fees	\$ _____
Credit Card Processing Fees/Propay	\$ _____

Commissions:

Dovetail Commissions Paid Out	\$ _____
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Dues & Publications:

Membership Dues to (business related)	\$ _____
Subscriptions to Business and Fashion Mags	\$ _____

Freight:

UPS/FedEx/USPS Mailing Charges	\$ _____
Freight Charges paid to Mary Kay Cosmetics	\$ _____

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Insurance:

Cost of Mary Kay Product Replacement \$ _____
Cost of Mary Kay Liability Insurance \$ _____
Cost of Self-Employed Health Insurance \$ _____

Interest Charges (Business related interest only):

Loan interest paid for business (copier, computer, etc.) \$ _____
Business Credit Card interest paid (Property / inventory) \$ _____

Legal and Professional Services:

Accounting/Tax Preparation Fees \$ _____

Office Expenses:

Copying & Printing, Paper & Ink or Toner \$ _____
Folders, Staples, Calculator, Pens, etc. \$ _____
Organizers & Planners (i.e. Daytimers) \$ _____
Miscellaneous \$ _____

Rent on Business Property:

Business Property Rental (i.e. Copier, Computer, etc.) \$ _____

Repairs:

Cost of repairing business equipment \$ _____

Supplies:

Section II items (including sales tax) \$ _____
Baskets, Storage Containers, Showcase, Books \$ _____
Business Aids, Director Supplies \$ _____
Motivational/Training Tapes, DVDs, CDs \$ _____
Packaging Materials \$ _____
Ribbons & Decorative Supplies \$ _____
Skin Class Items (cotton balls, washcloths, etc) \$ _____
Miscellaneous \$ _____

Taxes:

Unrecovered Sales Tax \$ _____

Meals & Entertainment (including tip, documented with receipt):

Breakfast, Lunch or Dinner \$ _____
Travel Meals (Seminars, Conferences) \$ _____

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Telephone Expenses:

Separate Mary Kay phone line \$ _____
-OR
Actual charges on personal line \$ _____
Cell phone charges (% related to Mary Kay) \$ _____
Purchase price of cell phone (if purchased this year) \$ _____
Pager, Voice Mail & Internet Service \$ _____

Travel Expenses

Registration Fee \$ _____
Transportation, Parking, Taxi & Tolls \$ _____
Lodging \$ _____
Telephone \$ _____
Miscellaneous (i.e. dry cleaning & laundry) \$ _____

Wages:

Office Assistant/Secretary/Other \$ _____

Other Expenses:

Cost of sundry items for home hospitality \$ _____
Mary Kay In Touch Fees/Office Manager Fees \$ _____
Meeting Room Fees/Open House Fees \$ _____
Miscellaneous \$ _____

-----HOME OFFICE EXPENSES-----

Valuation of Your Home

Purchase Price of Home \$ _____
Value of Land included in Purchase Price of Home \$ _____
Cost of Improvements to Your Home \$ _____
Month and Year Acquired _____

Percentage Your Home is Used for Business

Area of home used for business (sq. feet) _____
Total living square footage of home _____

Expenses for Business Use of Home

Direct

Painting/Repairs to business part of home \$ _____
Other direct expenses to business part of home \$ _____

Indirect

Mortgage Interest \$ _____
Real Estate Taxes \$ _____
Insurance (Homeowner's or Renter's) \$ _____
Rent (if applicable) \$ _____
Repairs & Maintenance \$ _____
Utilities (electric, gas, water & sewer, trash) \$ _____

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-----**ASSETS PURCHASED**-----

	% Business Use	Purchase Date	Price
Computer	_____	_____	_____
Copying Machine	_____	_____	_____
Desk	_____	_____	_____
Fax Machine	_____	_____	_____
File Cabinets	_____	_____	_____
Printer	_____	_____	_____
Storage/Shelves	_____	_____	_____
Telephone/Ans Machine	_____	_____	_____
Television/VCR/DVD	_____	_____	_____
Digital or Video Camera	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

-----**QUESTIONS FOR YOUR PREPARER**-----

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