

**NILE CLARK
& ASSOCIATES**

TAX PREPARATION • ACCOUNTING SERVICES • YEAR AROUND 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.

As specialists in individual and small business taxes, we'll be glad to sit down and discuss your specific tax problems and opportunities. If you feel that you need an appointment or have something you would like to discuss, please give us a call; our office is open year round to serve you.

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

Name _____

Home Address _____

Have you moved? _____ If yes, date of move _____

Home Phone _____ Cell _____

Work Phone _____ Fax _____

Email address _____

Social Security Number _____ Date of Birth _____

-----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 \$ _____

MY EFFORTS PAID OFF!!!... I EARNED:

Car year _____ Make _____ Model _____

I drove my special car from _____ to _____.

The taxable value of my Mary Kay earned automobile as show on my Mary Kay Form 1099 is \$ _____

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-----**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 MCK for even replacement)	\$ _____
Ending Inventory (Wholesale)	\$ _____
Approximate date ending inventory was taken	_____

-----**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	_____
Gas, oil, lubrication, car washes, etc.	\$ _____
Repairs, Tires, Supplies, etc.	\$ _____
Lease Payments (if applicable)	\$ _____

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Auto Insurance	\$ _____
Licenses, Registration & Emissions Fees	\$ _____
Interest on Auto Loan (if applicable)	\$ _____
Auto Club Membership Fees (i.e. AAA)	\$ _____
Parking/Tolls (not included in travel expenses)	\$ _____
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	\$ _____
Dues & Publications	
Membership Dues to business related organizations	\$ _____
Subscriptions to Business and Fashion Magazines	\$ _____
Freight	
UPS/FedEx/USPS Mailing Charges	\$ _____
Freight Charges paid to Mary Kay Cosmetics Company	\$ _____
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)	
Interest paid on loans for purchasing business property i.e. copier, computer, etc.	\$ _____
Credit Card finance interest paid for purchasing business Property and/or 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)	\$ _____

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Miscellaneous	\$ _____
Rent on Business Property	
Business Property Rental (i.e. Copier, Computer, etc.)	\$ _____
Repairs	
Cost of repairing business equipment	\$ _____
Retirement Plans	
IRA Contribution Amount	\$ _____
Roth IRA Contribution Amount	\$ _____
SEP Contribution Amount	\$ _____
Simple IRA Contribution Amount	\$ _____
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)	\$ _____
Telephone Expenses	
Separate MK 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)	\$ _____

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Wages

Office Assistant/Secretary/Other \$ _____
Childcare (Name, Social Security Number or EFIN,
address and dollar amount paid to each provider) \$ _____

Other Expenses

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

-----ESTIMATED TAX PAYMENTS MADE-----

First Quarter (due April 15th)
Date Paid _____ Federal \$ _____ State \$ _____
Second Quarter (due June 15th)
Date Paid _____ Federal \$ _____ State \$ _____
Third Quarter (due September 15th)
Date Paid _____ Federal \$ _____ State \$ _____
Fourth Quarter (due January 15th)
Date Paid _____ Federal \$ _____ State \$ _____

-----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/Answering Machine	_____	_____	_____
Television/VCR/DVD	_____	_____	_____
Digital or Video Camera	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

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

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