

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 _____

2nd, 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? _____

(Revised 1/3/19)

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Personal Income Tax Preparation
Personal Tax Estimating
Personal Tax Planning

DO NOT add the purchase price of these items in with "Office Supplies" or home office "Repairs".

FOR REPEAT CLIENTS, REPORT ONLY THE CHANGES TO WHAT WE HAVE ON FILE FROM LAST YEAR.

**** Complete the first four columns, even if purchased prior to going into business or ministry. Include home improvements (if you have a home office), equipment upgrades, software, desk, chair, lamp, file cabinet, bookshelf, table, computer, iPad, iPod, calculator, scanner, copier, fax machine, TV, CD/DVD/Blu-Ray player, stereo, telephones, cell phones, answering machine, camera, PDA, power tools/equipment, appliances, and other capital assets.**

[illegible]

TRAINING CENTER EXPENSES (report Total Rent Income collected on front side)

Repairs/Maint. (report improve. above) \$

Insurance \$: Telephone \$

| | |
|------------------------------|----|
| Taxes and/or Fees (describe) | \$ |
|------------------------------|----|

Other (describe: ex., internet/cable) \$