

Schedule C Checklist For Mary Kay Consultants

	Tax Year
Information for a <i>Mary Kay</i> Schedule C	
Accounting method: "cash" or "accrual" <i>Note: Should be the same method claimed on previous returns</i>	
Income Information	
Total Gross "Receipts and Sales" (Does NOT include Sales Tax you collected, Does NOT include Personal Use, Does NOT include Returns)	
Commission Income	
1099-Misc for your <i>Mary Kay</i> Business	
Other Income for your <i>Mary Kay</i> Business	
Amount granted as Returns/Discounts/Refunds <i>Note: Does NOT include Sales Tax</i>	
Amount of Sales Tax You PrePaid on Section 1 Inventory Sold, Section 1 Hostess Gifts, Demo'd or Discounted	
Amount of Sales Tax You Collected on Section 1 Inventory Sold	
Amount of Sales Tax You Collected on Section 1 Discounted Purchases	
Inventory Information- Cost Method	
Wholesale value of your inventory at the beginning of the year <i>Note: This value is from last years Schedule C (Line 41), Does NOT include PrePaid Sales Tax</i>	
Wholesale value of your inventory at the end of the year <i>Note: Does NOT include PrePaid Sales Tax</i>	
Wholesale amount of Personal Use <i>Note: Does NOT include PrePaid Sales Tax</i>	
Wholesale amount of Personal Gifts to Friends, Family, Teachers... <i>Note: Does NOT include PrePaid Sales Tax</i>	
Wholesale Section 1 Purchases This Year (Jan - Dec) <i>Note: Does NOT include Personal Use/Personal Gift Items, Does NOT include PrePaid Sales Tax</i>	
Wholesale amount of Business Use for Section 1 Hostess Gifts and Demonstrations <i>Note: Does NOT include PrePaid Sales Tax</i>	
Personal Computer Business Usage	
When did you start using your computer for your <i>Mary Kay</i> Business	
How much did you pay for your computer	
What percentage of computer usage is for your <i>Mary Kay</i> Business	

DISCLAIMER

Information in this checklist is for general reference and is superseded by IRS publications
You may download additional forms from: www.jmfservices.biz

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Business Expenses For <i>Mary Kay</i> Consultants	
Advertising	
Website	
Flyers, Newspaper Advertisement	
Preferred Customer Program, Free Samples	
Business Kit (Business cards, name tag, labels), Business Checks	
Commissions, fees	
Dues paid to related professional organizations	
<i>Mary Kay</i> Meeting Dues	
Insurance (other than health)	
Product Insurance	
Other interest	
Finance Charges on your <i>Mary Kay</i> Business Credit Card	
Legal/professional services	
Preparation of Schedule C	
Preparation of SE Form (i.e., Self Employment Tax)	
Office expense	
Freight	
Postage & Mailing	
Post Office Box Rental	
Supplies	
Common Office Supplies	
<i>Mary Kay</i> Supplies (e.g., Section 2 Items Jan - Dec, Magazines, Publications, Catalogs, Starter Kit)	
Education Material	
Taxes, licenses	
Non Recoverable Sales tax (e.g., Hostess Gifts, Demonstrations, Discounts)	
Travel	
Local Transportation (Taxis, Subway, Bus, Rental Car)/Lodging	
Air Travel (e.g., Corporate Seminar)	
Utilities	
Bus Calls on 1st Phone	
2nd phone used exclusively for your <i>Mary Kay</i> Business	
Other <i>Mary Kay</i> Business Expenses	
Business Travel Meals (Does NOT include Entertainment Meals)	
Entertainment (Includes Meals with Clients/Customers)	
Education/Workshop (Awards Dinner, Career Conferences)	

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Business Use Of Vehicle		
Vehicle Information		
What is the Make & Model of the car you use for your Business (e.g., Chevy Malibu, Honda Civic, Ford Focus...)?		
What date did you start to use this vehicle for your business?		
How many months during this tax year did you use your vehicle for your business?		
Qualifying Questions		
Do you have another vehicle for personal use?		Yes No
Was the car (i.e., the vehicle you used for your business) available for personal use during off-duty hours?		Yes No
Was the car (i.e., the vehicle you used for your business) used primarily by someone who is a more-than-5% owner in the business, or a related person?		Yes No
Do you have evidence to support the deduction (if audited, the IRS wants to see a log)?		Yes No
Is the evidence written (if audited, the IRS wants to see a log)?		Yes No
Mileage/Tolls/Parking Expenses		
What is the grand total of the number of miles driven during this tax year?		
	Odometer reading at the beginning of this tax year (Jan 1)	
	Odometer reading at the end of this tax year (Dec 31)	
Number of Business Miles from your travel log for this tax year		
Number of regular commuting miles for this tax year		
Number of personal miles for this tax year		
Tolls (while using your car for business need- this is NOT a toll on your regular commute)?		
Parking/Garage Rent (while using your car for a business need- this is NOT for parking at your work place)		

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