

“Keep Good Records!”

INCOME OR LOSS FROM MARY KAY COSMETICS

Also complete Business Vehicle – Home Office – Business Assets Page

When did you start this business? _____ Number of Months Operated this Year _____

INCOME

Gross Sales at Retail \$ _____
This is the total money including sales taxes collected by you from the sale of cosmetics to your customer.

Returns and Refunds \$ _____

Director & Recruiting Commissions \$ _____
Attach Mary Kay 1099 & Income Advisory Statement

Prizes and Awards \$ _____
Attach Mary Kay 1099 & Income Advisory Statement

Training Expense Reimbursements \$ _____
Cost-sharing with other directors

Other Mary Kay Income \$ _____

SECTION 1 INVENTORY

Use Wholesale Values - **Do NOT include Sales Tax**

In your Possession Jan 1, 2007 \$ _____

In your Possession Dec 31, 2007 \$ _____

Purchase of Section 1 Product \$ _____

Demos and Samples \$ _____

Hostess Credits \$ _____

Client Gifts \$ _____

Personal Use \$ _____

Obsolescence \$ _____

Mary Kay SPECIFIC EXPENSES

Sales Aids Purchased \$ _____	Meeting Costs \$ _____
Sales Tax Paid on Section 1 & 2 \$ _____	Preferred Customer Program \$ _____
Freight & Handling on Section 1 & 2 \$ _____	Product Insurance \$ _____
Start-Up Kit \$ _____	Rent (Meeting Rooms, etc.) \$ _____
Career Breakfasts \$ _____	Seminar \$ _____
Career Conference \$ _____	Training Costs \$ _____
Leadership Conference \$ _____	Unit Prizes and Awards \$ _____

Advertising \$ _____	Postage \$ _____
Bank Charges \$ _____	Repairs \$ _____
Credit Card and Paypal Fees \$ _____	Supplies \$ _____
Commission Paid \$ _____	Travel, Hotels, Cabs \$ _____
Dues & Subscriptions \$ _____	Tolls & Parking \$ _____
Health Insurance \$ _____	Uniforms & Cleaning \$ _____
Interest \$ _____ <i>Business Credit Cards and Business Loans only</i>	Cell Phone (Business Portion) \$ _____
Legal & Accounting \$ _____ <i>Include FirsTax fees</i>	Long Distance Service \$ _____
Meals & entertainment \$ _____	Fax Line \$ _____
Office expenses \$ _____	Exclusively Business Phone \$ _____
Outside Services/Contract labor \$ _____	Internet Access \$ _____
<input type="checkbox"/> Check if you gave an assistant a W-2 and attach a copy.	Website \$ _____
Other (Describe) _____	\$ _____

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BUSINESS VEHICLES – HOME OFFICE – BUSINESS ASSETS

BUSINESS VEHICLE #1	Type _____ Year _____ Date Acquired _____ Cost \$ _____ <i>If acquired this year, attach copy of sales document</i> <input type="checkbox"/> Used as Employee <input type="checkbox"/> Used in Business Activity (Describe) _____ If Sold, Date _____ Price/Trade-In Value \$ _____ <i>Attach copy of sales document</i>	Total Miles _____ Total Business Miles _____ Total Commuting Miles _____ <i>Commuting includes from your home to your regular office, even if you have a home office.</i> Months Used in 2007 _____
	Gas \$ _____ Tags & Inspection \$ _____ Lease Payments \$ _____ Insurance \$ _____ Repairs & Maintenance \$ _____ Interest Portion of Note \$ _____ Reimbursement for Use \$ _____ Other (Describe) _____ \$ _____	

BUSINESS VEHICLE #2	Type _____ Year _____ Date Acquired _____ Cost \$ _____ <i>If acquired this year, attach copy of sales document</i> <input type="checkbox"/> Used as Employee <input type="checkbox"/> Used in Business Activity (Describe) _____ If Sold, Date _____ Price/Trade-In Value \$ _____ <i>Attach copy of Sales Document</i>	Total Miles _____ Total Business Miles _____ Total Commuting Miles _____ <i>Commuting includes from your home to your regular office, even if you have a home office.</i> Months Used in 2007 _____
	Gas \$ _____ Tags & Inspection \$ _____ Lease Payments \$ _____ Insurance \$ _____ Repairs & Maintenance \$ _____ Interest Portion of Note \$ _____ Reimbursement for Use \$ _____ Other (Describe) _____ \$ _____	

OFFICE IN HOME	Date Residence Acquired _____ Cost \$ _____ <i>If acquired this year, attach a copy of the two-page HUD statement.</i> Number of Rooms _____ Business Rooms _____ <i>Do not count Bathrooms, Halls, Closets, Utility Room, Garage, etc.</i> Total Square Feet _____ Business Square Feet _____ <input type="checkbox"/> Used as Employee <input type="checkbox"/> Used in Business Activity (Describe) _____ If Sold, Date _____ <i>Attach a copy of the HUD statement</i> 2007 Improvement/Addition (describe) _____ Date Completed _____ Cost \$ _____ Date Completed _____ Cost \$ _____	Rent Paid \$ _____ Mortgage Interest \$ _____ Taxes Paid \$ _____ Insurance \$ _____ Utilities \$ _____ Repairs & Maint. \$ _____ Lawn Care \$ _____ House Cleaning \$ _____ Security Service \$ _____ Homeowners Assoc. \$ _____
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BUSINESS ASSETS	Purchased in 2007 for Business Use – Example: Computers, Furniture, Video Camera, etc.		
	Description _____	Cost \$ _____	Date Bought _____
	Description _____	Cost \$ _____	Date Bought _____
	Description _____	Cost \$ _____	Date Bought _____
	Description _____	Cost \$ _____	Date Bought _____