

We have developed this Tax Organizer to specifically assist Mary Kay Independent Beauty Consultants to collect and summarize the information needed to file taxes for your Mary Kay Business.

This Tax Organizer contains many of the common items of income and expense 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 discuss your specific tax needs, any issues you may have and any opportunities that may apply to your specific situation. If you feel that you need an appointment to discuss any questions or concerns, please feel free to call our office at (909) 912-0183. We are open year-round to serve you.

Sincerely - Pete Ellena, P&G Accounting

INDEPENDENT BEAUTY CONSULTANT NAME:

SOURCES OF INCOME

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

Total RETAIL Pink Ticket Personal Sales for 2011 \$ _____
Do NOT include sales tax. Reduce for any Discounts given.

Product Sold to Other Consultants \$ _____
Do NOT include if you already accounted for sale in Pink Ticket Sales (above)

Total Commissions Received \$ _____

Taxable Value of Prizes & Awards Received from Mary Kay \$ _____
As shown on Mary Kay Form 1099 (Please Attach form 1099-MISC)

COST OF GOODS SOLD

(Wholesale) = Your Cost

Total Section I Purchases in 2011 (Wholesale) \$ _____
Do NOT include sales tax.

PERSONAL USE of Section I Products (Wholesale) \$ _____

WHOLESALE Cost of Section I Products given as gifts
to family, friends & customers *(Including Demo Items)* \$ _____

Returns & Allowances/Spoilage (RETAIL) \$ _____

2011 Ending Inventory (Wholesale) as of 12/31/2011 \$ _____

Approximate Date Ending Inventory was Taken \$ _____

ADVERTISING EXPENSES

Printing, Event Booths, Non-Mary Kay Hostess Gifts,
Product Samples (limited to \$25 per recipient) \$ _____

OTHER EXPENSES

BAD DEBTS - Include Customer NSF Checks \$ _____
(If originally claimed as sales and there is reason to believe the debt will never be collected)

BANK CHARGES - Monthly Bank Service Charges & Money Order Fees \$ _____

COMMISSIONS - Dovetail Commissions Paid Out \$ _____

DUES & PUBLICATIONS
Membership Dues to Business Related Organizations \$ _____

Subscriptions to Business & Fashion Magazines \$ _____

FREIGHT - UPS/FedEx Shipping Charges \$ _____

INSURANCE - The Cost of Mary Kay Product Replacement \$ _____

LEGAL & PROFESSIONAL FEES
Business Related Accounting Fees \$ _____

Tax Return Preparation Fees \$ _____

OFFICE SUPPLIES/EQUIPMENT \$ _____

RENT ON BUSINESS PROPERTY/EQUIPMENT \$ _____
Rental Expense of Business Property - i.e. copier, computer, etc.

REPAIRS - Costs of Repairing Business Equipment \$ _____

RETIREMENT PLANS - I Have the Following Established: 2011 Amount Contributed

Individual Retirement Account (IRA) \$ _____

Roth IRA \$ _____

Simplified IRA \$ _____

Simplified Employee Pension Plan (SEP) \$ _____

SUPPLIES - Section II Items (including sales tax) \$ _____

TAXES - Unrecovered Sales Tax \$ _____

OTHER EXPENSES (CON'T)

MEALS & ENTERTAINMENT - Including Tips

Breakfasts \$ _____

Lunches \$ _____

Dinners \$ _____

Travel Meals - Dallas Seminar, Career Conf., Mgmt. Conf., etc. \$ _____

TELEPHONE - Do you have more than one telephone line in your personal residence? YES NO

Monthly Base Telephone Rate \$ _____

Only if you have a dedicated Mary Kay telephone line coming into your residence

Total Long Distance Charges (Do **NOT** include monthly base rate) \$ _____

% Dedicated to Mary Kay _____ %
\$ _____

OR

Actual Mary Kay Long Distance Charges \$ _____

Do you own a Cellular Phone? YES NO Date of Purchase ____/____/____ Purchase Price \$ _____

Total Cellular Phone Charges \$ _____ % Related to Mary Kay _____

Discount Long Distance Carriers (is Akron Canton Connection) \$ _____

Pager Fees \$ _____ Voice Mail Fees \$ _____

INTERNET PROVIDER FEES \$ _____

WEB PAGE FEES \$ _____

WAGES - Paid for:
Office Assistants/Secretarial \$ _____

Child Care (Must Provide Name, SSN and Address of Child Care Provider) \$ _____

_____ SSN/Federal Tax ID # _____

Other _____ \$ _____

ASSETS PURCHASED for Business Use	% MARY KAY Business Usage	DATE of Purchase	PURCHASE PRICE Including Sales Tax
		/ /	
		/ /	
		/ /	

OTHER EXPENSES (CON'T)

MISCELLANEOUS

Cost of Sundry Items for Home Hospitality \$ _____

Mary Kay In-Touch Fees \$ _____

Meeting Room Fees \$ _____

Open House \$ _____

Total People Attending Home Meetings \$ _____

Other Miscellaneous Expenses

_____ \$ _____

_____ \$ _____

_____ \$ _____

BUSINESS TRAVEL	SEMINAR	MGMT. CONF.	CAREER CONF.	WORKSHOP	OTHER
Location					
Registration Fees					
Transportation					
Lodging					
Parking, Taxis & Tolls					
Telephone					
Dry Cleaning & Laundry					
Miscellaneous					

ESTIMATED TAX PAYMENTS MADE

	DUE DATE	DATE PAID	CHK #	FEDERAL	STATE	LOCAL
First Quarter	04/15/2011	/ /		\$	\$	\$
Second Quarter	06/15/2011	/ /		\$	\$	\$
Third Quarter	09/15/2011	/ /		\$	\$	\$
Fourth Quarter	01/15/2012	/ /		\$	\$	\$

HOME OFFICE EXPENSES

VALUATION OF YOUR HOME:

Purchase Price of Your Home \$ _____ Month and Year Acquired _____

Value of the Land Included in the Purchase Price of Your Home \$ _____

Cost of Improvements to Your Home \$ _____

HOME OFFICE EXPENSES (CON'T)

PERCENTAGE ON HOME USED EXCLUSIVELY FOR BUSINESS

Area of Home Used for Business in Square Feet

Total Living Square Footage of Home

EXPENSES FOR BUSINESS USE

DIRECT EXPENSES

Painting Business Area(s) of Home

\$ _____

Other Direct Expenses

INDIRECT EXPENSES (ANNUALLY)

Mortgage Interest

Repairs to Business Area(s) of Home

\$ _____

Real Estate Taxes

\$ _____

Insurance - Homeowner's or Renter's

\$ _____

Rent

\$ _____

Repairs & Maintenance

\$ _____

Utilities - Electric

\$ _____

Gas/Oil

\$ _____

Water & Sewer

\$ _____

Trash Disposal

\$ _____

\$ _____

\$ _____

AUTOMOBILE EXPENSES

	CAR #1	CAR #2
Lease or Own?	<input type="checkbox"/> LEASE <input type="checkbox"/> OWN	<input type="checkbox"/> LEASE <input type="checkbox"/> OWN
Year, Make & Model of Vehicle		
Date I Started Driving My Vehicle for Business Purposes		
Total Mary Kay Business Related Miles		
Total of All Milage Driven in 2011 from the Date Indicated Above		
ACTUAL EXPENSE		
Gasoline, Oil, Lubrication, etc.		
Repairs		
Tires, Supplies, etc.		
Lease Payments (if applicable)		
Auto Insurance		
Tags & Licenses		
Car Washes		
Auto Club Membership Fees (i.e. AAA)		
Parking Fees		
Tolls		