1. Gross Receipts or Sales
Sales tickets from sales of Mary Kay product and bank deposit slips

2. Returns and Allowances
Receipts of product returned to you for refund or exchange

3. Cost of Goods Sold
Receipts to support purchase of product (i.e. packing slip), shipping/handling paid to the Company, record of personal use and product given as hostess gifts

4. Other Income
Monthly commission statements, Income Advisory Statement & Form 1099-MISC for commissions, prizes and awards earned from the Company and fair market value of prizes received from others.

5. Advertising
Business cards, newspaper ads

6. Car and Truck Expenses
Mileage log, business portion of gas receipts, repairs, maintenance, insurance, tires, oil, interest on car loan, parking fees, tolls and auto property tax

7. Commissions and Fees
Dovetail commissions and amount of prizes awarded to others

8. Depreciation
Depreciation on automobile, equipment and portion of home used in your Mary Kay business

9. Insurance
Mary Kay® product protection insurance and general liability. Does not include homeowner’s insurance, life, auto or health insurance

10. Other Interest
Interest on business loans and business credit cards

11. Legal/Professional Services
Payments to accountants, lawyers and other professionals for services related to your Mary Kay business

12. Office Expenses
Business-related office supplies and postage stamps

13. Rent on Vehicles, Machinery and Equipment
Business portion of auto lease expenses plus any leased office equipment

14. Rent on Other Business Property
Rent or lease on office, if separate from home

15. Repairs/Maintenance
Cost of repairing equipment used in your Mary Kay business

16. Supplies (Sales Aid Purchases)
Found on the Income Advisory Statement. Includes Starter Kits, Section 2, Desktop Office Manager, Personal Website, PCP Premiums, Director Order Sheet, Buzz Kits, & Unit Seminar Awards

17. Taxes and Licenses
Business & occupation taxes, gross receipt taxes, local business licenses and non-recovered sales tax

18. Travel
Datebook or daily planner for documentation, business travel expenses such as transportation, lodging, tips, convention fees, etc.

19. Meals and Entertainment
Datebook or daily planner for documentation, meals from business travel and meals and entertainment directly related to your Mary Kay business

20. Utilities
Long distance business calls, business portion of additional phone features such as call waiting, cost of a second phone, if dedicated solely for business use

21. Wages
Hourly wages or salary paid for office assistance

22. Other Expenses/Bank Service Charges
Service charges on business bank and credit card accounts, money order fees, credit card processing fees

23. Other Expenses - Freight
Charges for shipping product to customers, team members, etc.

24. Other Expenses – Gifts-with-Purchase

25. Other Expenses – Hostess Gifts Other than Mary Kay® Products
Cost of Section 2 items given as hostess gifts (limited to $25 or less)

26. Other Expenses – Bad Debt
Returned customer checks or refused credit card payments you are completely unable to collect

27. Other Expenses
Any other expense category not already listed elsewhere

28. Expenses for Business Use of Home
Maintenance, repairs, utilities, taxes, mortgage interest, etc.

Documentation for

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Tax Year