

MONTH/YEAR \_\_\_\_\_

**INCOME: SCHEDULE C, PART I**

Personal sales/reorders, exclude sales tax (Line 1) \_\_\_\_\_

Returns (retail) (Line 2) \_\_\_\_\_

Commissions and bonuses (Line 6) \_\_\_\_\_

Company awards and prizes (Line 6) \_\_\_\_\_

**EXPENSES: SCHEDULE C, PART II**

Advertising –

Business cards, labels, MK checks \_\_\_\_\_

PCP enrollment plus tax \_\_\_\_\_

Printing \_\_\_\_\_

Greeting cards for customers \_\_\_\_\_

MK Web page \_\_\_\_\_

Section 1 product used for demo (retail) \_\_\_\_\_

Total Advertising (Line 8) \_\_\_\_\_

Car Expenses – (Line 9)

Mileage (MK miles) \_\_\_\_\_

Beginning odometer \_\_\_\_\_ Ending odometer \_\_\_\_\_ Total miles driven \_\_\_\_\_

Gas \_\_\_\_\_

Maintenance, repair, washes, etc. \_\_\_\_\_

Insurance \_\_\_\_\_

License \_\_\_\_\_

Personal property tax \_\_\_\_\_

Lease payment or interest on auto loan \_\_\_\_\_

Insurance on inventory (Line 15) \_\_\_\_\_

Other Interest – Interest on loans to purchase inventory (Line 16b) \_\_\_\_\_

Legal and Professional Services – (Line 17)

Tax prep \_\_\_\_\_

Office Expense –

Postage \_\_\_\_\_

Office supplies \_\_\_\_\_

Total Office Expense (Line 18) \_\_\_\_\_

Supplies – Starter Kit plus tax \_\_\_\_\_

Section 2 purchases plus tax \_\_\_\_\_

Cotton balls, wash cloths, etc. \_\_\_\_\_

Total Supplies (Line 22) \_\_\_\_\_

Travel, Meals & Entertainment – (Line 24)

Lodging (Line 24a) \_\_\_\_\_

Meals en route and out of town (Line 24a) \_\_\_\_\_

Transportation cost: plane, taxi, parking, etc. (Line 24a) \_\_\_\_\_

Meals and Entertainment, local (Line 24b) \_\_\_\_\_

Utilities – (Line 25)

Telephone, long distance \_\_\_\_\_  
Cell phone \_\_\_\_\_  
Internet Service Provider \_\_\_\_\_  
Total Utilities \_\_\_\_\_

**OTHER EXPENSES – SCHEDULE C, PART V (Line 27)**

Bank service charges (processing fees for charge orders) \_\_\_\_\_  
Registration fees \_\_\_\_\_  
Beauty coat \_\_\_\_\_  
Hostess gifts \_\_\_\_\_  
Bad debts \_\_\_\_\_

**COST OF GOODS SOLD – SCHEDULE C, PART III**

Beginning Inventory January 1 (Section 1 wholesale, minus tax) (Line 35) \_\_\_\_\_

Purchases –

Section 1 wholesale purchases (minus tax) from company \_\_\_\_\_  
Plus Section 1 wholesale purchases from consultants \_\_\_\_\_  
Plus freight \_\_\_\_\_  
Plus NRST (include NRST on Section 1 personal use & demo/adv items) \_\_\_\_\_  
Minus wholesale sales to consultants \_\_\_\_\_  
Minus Section 1 personal use (wholesale) \_\_\_\_\_  
Minus Section 1 product used for demo/adv (wholesale) \_\_\_\_\_  
Total Section 1 wholesale purchases (Line 36) \_\_\_\_\_

Ending Inventory December 31 (Section 1 wholesale) – (do not count free and/or obsolete product)

Section 1 wholesale inventory \_\_\_\_\_  
Plus Section 1 wholesale product owed me \_\_\_\_\_  
Ending Inventory as of December 31 (wholesale) (Line 41) \_\_\_\_\_

Business use of home – (Line 30) Need Form 8829 also, discuss with tax professional

Insurance \_\_\_\_\_  
Mortgage interest \_\_\_\_\_  
Real estate taxes \_\_\_\_\_  
Utilities -- Electric \_\_\_\_\_ Gas \_\_\_\_\_ Trash \_\_\_\_\_ Security \_\_\_\_\_  
Repairs to business part of home \_\_\_\_\_  
Exterior painting/roof repair \_\_\_\_\_  
Miscellaneous expenses for home maintenance \_\_\_\_\_

Mary Kay Ash Charitable Foundation \_\_\_\_\_

Estimated Quarterly Taxes \_\_\_\_\_  
(Due 15<sup>th</sup> of April, June, September, January)