



Consultant Monthly Tax Tracking Sheet

Month of: _____

Put all receipts for month in envelope & add up totals/ complete Year End Worksheet

Income	Totals	
Total Retail Sales for Month:	\$	
Commissions earned from Mary Kay:	\$	
Expenses Tax Deductions!	Totals	
Section I Product Orders (<i>list wholesale amount</i>)	\$	
Section II Supplies:	\$	
Wholesale Product Given to Hostesses / Customers:	\$	
Wholesale Product used for Business demos & Personal Use:	\$ bus.	\$ P. Use
Wrapping / Ribbons / Craft Supplies:	\$	
Office / Business Supplies:	\$	
Office Equipment (<i>note furniture separately</i>):	\$ equip.	\$ furn.
Postage / Printing:	\$	
Bank Charges & Product Insurance:	\$ bank	\$ P. insurance
Credit Card Interest:	\$	
Credit Card Client Processing Fees:	\$	
Advertising: (<i>Business Cards, Website, PCP Program etc.</i>)	\$	
Internet Fees:	\$	
Cell Phone (<i>100% deductible if you have a home line</i>):	\$	
Phone lines (<i>in addition to your basic home line</i>):	\$	
Long Distance Charges for Business:	\$	
Utilities: <i>Electric, Gas, Sewer, Garbage total</i>	\$	
Home Repairs (<i>Separate out office & rest of home</i>)	\$ office	\$ other
Housekeeper:	\$	
Car Business Mileage:	\$	
Entertainment (<i>note in home & on the town separately</i>):	\$ in home	\$ on the town
Travel Expenses & # Days Traveled:	\$	# of Days:
MK Meetings, Education, Seminars:	\$	
Childcare:	\$	
MK Clothing (<i>Red Jacket, Director Suit</i>) & Cleaning Costs	\$ clothing	\$ cleaning