

Corporation's Name _____ President's Name _____ Tax Year _____
Address _____ City, State, & Zip Code _____ Cell Ph. # _____

PLEASE COMPLETE THE **AQUA** HIGHLIGHTED CATEGORIES

Date You Started Your Business _____; Claimed last yr.? _____

RECEIPTS (~~total \$s received after discounts~~) (~~@ RETAIL~~)

Fees Collected for Admin./Overhead Services \$ _____

Train. Ctr./Mtg. Room/Hotel Income Collected \$ _____

Returns & Uncoll. Sales Included in "Net Sales" \$ _____

Recruiter/Director Commissions (~~1099 MISC~~) \$ _____

Prizes/Awards Received (**Income Advisory Stmt.**) \$ _____

* ~~Pers. use, gifts, & inventory valued @ wholesale = 1/2 retail~~

COST OF GOODS SOLD (~~Demos are N/A~~) (~~@ WHOLESALE~~)

Beginning Inventory on Jan. 1st (~~if 1st yr., = "0"~~) \$ _____

Section 1 Purchased (invoices + other consultants) \$ _____

Personal Use of Section 1 Cosmetics (~~1/2 Retail~~) \$ _____

Section 1 Cosmetics Given Away (~~1/2 Retail~~) \$ _____

Section 2 Purch. (Beauty Case, invoices, & OTC) \$ _____

Sales Taxes Paid on Sections 1 & 2 (invoices) \$ _____

End. Inventory (Sect. 1 ~~only~~) on Dec. 31st (~~1/2 R.~~) \$ _____

* The space for office in home must be used **exclusively** for bus.

OFFICE IN HOME DATA (if 2 homes used, separate by a ";")

Office & Storage: Sq. Ft. | & # of **entire** rooms used _____

Entire Home: Sq. Ft. (excl. garage) | & # of rooms _____

Date Apartment/House Rented or Purchased _____

Purch. Price + **Closing + Improve. Prior to Bus.** \$ _____

Est. Value of Land **Only** (county tax appraisal) \$ _____

HOME OFFICE EXPENSES (during Bus.) (for 2, sep. by a ";")

Mortgage Int. (**only**) (Form 1098/coupon book) \$ _____

Real Estate Taxes (Form 1098/coup. book/checks) \$ _____

Homeowner/Hazard/Renter's Insur. (1098/checks) \$ _____

Rent (NOT mortgage) Payments (during Bus.) \$ _____

Repairs (**put improve. on Depr. W/s only**), Lawn \$ _____

Utilities: Gas \$ _____ Water \$ _____ Electric \$ _____

Security, Pest, Housekeeper, & Association Fees \$ _____

* THE IRS REQUIRES THAT YOU KEEP A MILEAGE LOG *

* Circle "**Leased**" for which car was leased... **CAR USAGE DATA FOR EACH CAR USED** * and draw an arrow to which car was leased

Year, Make and Model _____;

Date **Purchased/Leased*** _____;

Purchase/Lease Price Including Tax \$ _____; \$ _____

*** **Corporation's cash balance as of 12/31** \$ _____ ***

OPERATING EXPENSES (* = allocate per business usage)

Officer(s)'s Salary [provide name(s) & amt.(s)] \$ _____

Profit Dist. Paid to Shareholders (names & amt.) \$ _____

Corporation Bank Account Fees \$ _____

Contract Labor (for work done by your **asst./kids**) \$ _____

Credit Card/Loan Int. **only (S Corp. use only)*** \$ _____

Tax Prep. \$ _____; Prof. (virtual asst./newsletter) Svcs. \$ _____

Off. Supp. (**furn./equip. on Depr. W/sheet only**) \$ _____

Rent (meeting rooms, training center, dues) \$ _____

Equipment: **Rental** \$ _____; **Repairs** \$ _____

Facial Supplies (cotton balls, washcloths, etc.) \$ _____

Travel: **Transportation** \$ _____; **Lodging** \$ _____

Bus. Meals (bt. for others) \$ _____; **Mtg. Refresh.** \$ _____

Out of Town Bus. Meals \$ _____; # of nights out of town _____

2nd, Separate (bus.) Phone Line + Bus. Long Dist. \$ _____

Cell Phone, Beeper, Call Notes (**bus. use only**)* \$ _____

Seminars \$ _____; Top Dir./NSD Trip \$ _____ # of days bus. _____

Dir. Suit/Red Jacket/Seminar Dress/Smock/Tux. \$ _____

Laundry, Drycleaning, & Alter. (above items only) \$ _____

Basket Materials (shrink wrap, moss, etc.) \$ _____

Postage/Freight (out of town cust./eo. invoices) \$ _____

Hostess Gifts (**other than cosmetics product**) \$ _____

Film + Devel. Costs (before & after pictures) \$ _____

Dues/Publications (bus./glamour mag., CDs/DVDs) \$ _____

Consultant Prizes, Awards, & Promotions Given \$ _____

Other (**rent car***, ~~doetail pd.~~, **internet***) \$ _____

TOTAL (full year) CAR EXPENSES **Car #1** **Car #2**

Gas, Repairs, Parts, Maint., & Car Wash \$ _____; \$ _____

Insurance, Tags, Inspec. Sticker, & AAA \$ _____; \$ _____

Car Loan Int. (only)/Lease Payments* \$ _____; \$ _____

Parking & Tolls \$ _____; Inclusion Amt. (I'll do) \$ _____; \$ _____

** I ATTEST TO THESE MILEAGE FIGURES (initial) ** _____

Miles Driven for S Corp. Purposes Only _____;

Total Miles the Vehicle Was Driven (**full yr.**) _____;

R. T. Job Commute ____; Is there more than 1 car in your home? ____

(Revised 1/11/16)

www.JeffTheTaxMan.com

- Personal Income Tax Preparation
- Personal Tax Estimating
- Personal Tax Planning

FOR REPEAT CLIENTS, REPORT ONLY THE CHANGES TO WHAT WE HAVE ON FILE FROM LAST YEAR.

**** Complete the first four columns, even if purchased prior to going into business or ministry. Include home improvements if you have a home office, equipment upgrades, software, desk, chair, lamp, file cabinet, bookshelf, table, computer, Ipad, Ipod, calculator, scanner, copier, fax machine, TV, VCR, DVD player, stereo, cassette player, telephones, cell phones, answering machine, camera, PDA, power tools/equipment, appliances, and other capital assets.**

[illegible]**TRAINING CENTER EXPENSES** (report Total Rent Income collected on front side)

Other (describe)	\$
------------------	----