









END OF THE YEAR TAX CHECKLIST

FOR YOUR MARY KAY BUSINESS!

-  **DOCUMENT YOUR ENDING MILEAGE:** Your ending mileage for this year will be your beginning mileage for next year. Record both in your planner.
-  **MEASURE AND RECORD THE SQUARE FOOTAGE OF YOUR "MK" SPACE:** Only for areas that are "exclusively" for your Mary Kay Products and workspace. This includes the closet where you keep your products stored and your office space. Do not include any personal items in the pictures. Take pictures and either have them printed or saved online with dates. File with your other tax info.
-  **PRINT A RECORD OF YOUR DECEMBER MK ORDERS:** All section 1 and section 2 products. MK will post a report of the orders you placed for the other 11 months in mid-January.
-  **RESTOCK DEMO ITEMS:** Go through your Starter Kit and refresh and restock items that you are running low on or wish to start demonstrating at your events/parties. Write a list of these items on a sales ticket and label it "Demo Items".
-  **RESTOCK PERSONAL ITEMS:** Go through your personal Travel Roll Up Bag and Makeup Bag, and refresh/restock items that you are running low on or wish to try. Write a list of these items on a sales ticket and label it "Personal Use Items".
-  **TAKE INVENTORY:** Write down the amount of each Section 1 item currently on your shelf. (You do not need to count Section 2). Record any items no longer available from the Company on a separate list and label as "Discontinued Items". Take your paper copy and enter into InTouch like you're going to place an order. Your Wholesale value will automatically be calculated and printed at the top. Then instead of placing an order, simply print it. Write "Ending Inventory (Year)" on the top. Record the Wholesale amount in your new planner as this will be your "Beginning Year Inventory" for next year.
-  **GET A NEW DATEBOOK:** File your old datebook with your tax records. Copy over your End of Year mileage and your Year End Inventory amounts to your New Planner.
-  **BE PREPARED:** Download the Tax Essentials Guide on MarykayIntouch to take to your accountant (if applicable). Find it under Resources/Tax/Income Tax Information.