

2017  
END OF THE YEAR

# TAX CHECKLIST

FOR YOUR MARY KAY BUSINESS!

- PRINT A RECORD OF YOUR DECEMBER MK ORDERS:** Section 1 and Section 2 product. In mid-January, MK will post a report of the orders you placed for the other 11 months.
- MEASURE AND RECORD THE SQUARE FOOTAGE OF YOUR "MK SPACE":** This includes the closet where you keep your products, your office space, and anywhere else that is exclusively for business use.
- TAKE PICTURES OF YOUR MK SPACE:** Have pictures printed with a date on the back. File photos with your other tax info. Do not have any personal items in the pictures.
- DOCUMENT YOUR ENDING MILEAGE:** Your ending mileage for this year will be your beginning mileage for next year.
- GET A NEW DATEBOOK:** File your old datebook with your tax records.
- RESTOCK DEMO ITEMS:** Go through your Starter Kit and refresh and restock only items that you are running low on or wish to start demonstrating at your 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 restock any 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:** Get a MK order form (inside Applause Magazine). Write down the amount of each Section 1 item that is currently on your shelf. Take your paper copy and enter it on Intouch like you're going to place an order. Then, instead of placing an order, simply print the order. (This allows the computer to do the math for you). Write "Ending Inventory {year}" on the top.
- BE PREPARED:** Fill out your Girl Boss Graphics Year End Tax Guide to take to your accountant.