

# SHARPE AREA END OF THE YEAR TAX CHECKLIST

for your Mary Kay Business!

- Take Inventory:* Get an MK paper order form (inside Applause Magazine). Write down the amount of each 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 2014" on the top.
- 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 2014 will be your beginning mileage for 2015.
- Get a new datebook:* File your old datebook with your 2014 tax records.