

# Expandable File Folder Contents: Tax Year 2016

## Credit Card Fees

Monthly ProPay  
Completed Transaction  
Statements



## Office Expense

Toner, Paper, Staples, Tape,  
Pens, Etc



## Freight

Packing Slips from all  
Section 1 & 2 Orders,  
Receipts for CDS Orders  
(Does not include DOS Orders)



## Advertising

Newspaper Advertisements,  
Unit App, Unit Website  
& Booth Rental Fees  
\*Not your MK Personal Website



## Equipment

Purchases such as Cell Phone,  
Computer, Tablet, Printer,  
Bookcase, Desk, Etc

\*Consult Tax Advisor about Sec 179



## Meals & Entertainment

**50% Deductible**

\*Please Refer to Workbook for Examples

## Travel

Out of Town Business Expenses:  
Airfare, Car Rental, Lodging,  
Tips, Conference Fees, Etc



## Promotions

\*DIRECTORS ONLY

Prizes Purchased,  
Contest Flyers,  
Director Order Sheet Orders



## Sales

Copies of Sales Tickets from  
Products Sold to Customers  
& Bank Deposit Slips



## Labor

Employee Timesheets, &  
Contract Labor Invoices



\*Consult your Tax Advisor for Eligibility &  
additional Federal, State, and Local Tax Filings

## Home Office Expense



Maintenance, Repairs,  
Utilities, Taxes, Etc  
For Business Use of Home

\*Consult your tax advisor to determine eligibility

## Demo Product Log

Log of the Wholesale Cost of  
Sec 1 Products Used for  
Demonstration  
(Wholesale Cost plus Tax on Retail)



## Telephone

Billing Statements from ALL Cell Phones  
& Landlines Available,  
Voxer Pro Subscription



\*Consult your Tax Advisor to Determine the Deductibility of These Items

## Interest

Interest on  
Business Loans



## Meals & Entertainment

**100% Deductible**

\*Please Refer to Workbook for Examples

## Event Income

\*DIRECTORS ONLY

Weekly Success Mtg Sign In  
Log, Bank Deposits,  
Room Fees Paid



## Miscellaneous

Any Other Expense Category  
Not Listed Else Where.  
Such as Beauty Coat, Red Jacket,  
Sales Director Suit, Etc



## Other Income

Monthly Commission Statements,  
Dovetail Payments Received,  
Income Advisory Statement,  
& 1099-MISC



## Sales Aids



Found on Income Advisory Statement  
Issued by the Company @ Year End.

Includes Sec. 2 Supplies, Desktop Office Manager,  
Personal Website, PCP, Director Order Sheet, Buzz Kits,  
Unit Seminar Awards

## Postage

Cost of Shipping Products Direct  
to Customers (non-CDS),  
Stamps,  
Postage Meter Rental Fees



## Personal Use Product Log

Log of the Wholesale Cost of  
Sec 1 Products Used for  
Personal Use  
(Wholesale Cost plus Tax on Retail)



## Auto



Mileage Log, Gas Receipts,  
Repairs & Maintenance, Insurance,  
Interest on Car Loan, Parking, Tolls, Etc

\*Consult your Tax Advisor to Determine Which Receipts to Keep.

## Insurance

Product Protection Insurance &  
General Liability Insurance



\*Does Not Include Homeowner's, Life, Auto, or Health Insurance

## Training



Success Meeting Dues,  
Business Related Books,  
MK Media Source Subscription,  
Local Training Workshop Fees

## Event Expenses

\*DIRECTORS ONLY

Training Center Rent Expense,  
Hotel Fees for Events  
(Does Not Include Food)



For Reorders & Yearly Updates Contact:

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