

Record Checklist

Income
<ul style="list-style-type: none"><input type="checkbox"/> Sales tickets<input type="checkbox"/> Form 1099-MISC<input type="checkbox"/> Income Advisory Statement<input type="checkbox"/> Monthly Consultant Statement<input type="checkbox"/> Independent Sales Director Commission Schedule<input type="checkbox"/> Bank deposit slips and statements
Inventory/Product Sales
<ul style="list-style-type: none"><input type="checkbox"/> Consultant order forms<input type="checkbox"/> Packing Slips/Invoices from product orders<input type="checkbox"/> Personal use records<input type="checkbox"/> Copies of money orders, cashier's checks, credit card receipts for product purchased<input type="checkbox"/> Year-end inventory counts<input type="checkbox"/> Record of product given as gifts<input type="checkbox"/> Non-recovered sales tax
Business Use of Your Home Expenses
<ul style="list-style-type: none"><input type="checkbox"/> Repairs and maintenance receipts<input type="checkbox"/> Insurance premiums<input type="checkbox"/> Mortgage interest<input type="checkbox"/> Rental payments<input type="checkbox"/> Painting and roof repairs receipts<input type="checkbox"/> Real estate taxes<input type="checkbox"/> Utilities
Automobile Expenses
<ul style="list-style-type: none"><input type="checkbox"/> Business mileage log<input type="checkbox"/> Gas receipts<input type="checkbox"/> Repair bills<input type="checkbox"/> Tires, oil, supplies, etc.<input type="checkbox"/> Lease payments<input type="checkbox"/> Car insurance payments<input type="checkbox"/> Registration fees<input type="checkbox"/> Interest on car loan<input type="checkbox"/> Parking fees and tolls<input type="checkbox"/> Personal property tax<input type="checkbox"/> Cost of vehicle for the depreciation deduction
Business Travel Expenses
<ul style="list-style-type: none"><input type="checkbox"/> Lodging<input type="checkbox"/> Meals<input type="checkbox"/> Transportation<input type="checkbox"/> Cleaning and laundry expenses<input type="checkbox"/> Business calls<input type="checkbox"/> Tips related to above expenses

Business Meals and Entertainment

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| <ul style="list-style-type: none"><input type="checkbox"/> Meals<input type="checkbox"/> Entertainment |
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Other Business Expenses

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| <ul style="list-style-type: none"><input type="checkbox"/> Advertising<input type="checkbox"/> Proof of bad debts<input type="checkbox"/> Product and liability insurance<input type="checkbox"/> Interest and loan documents on business loans and credit cards<input type="checkbox"/> Legal and professional services (personal tax advisor)<input type="checkbox"/> Office expenses<input type="checkbox"/> Rent on business property<input type="checkbox"/> Repairs and maintenance on office equipment<input type="checkbox"/> Supplies<input type="checkbox"/> Taxes and licenses<input type="checkbox"/> Business telephone bills<input type="checkbox"/> Wages paid to an assistant/household help<input type="checkbox"/> Dues and publications<input type="checkbox"/> Freight bills<input type="checkbox"/> Preferred Customer Program premiums<input type="checkbox"/> Hostess gifts |
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