

Business Name: _____ Your Name: _____ Year of Expenses: _____

Direct Sales Business Worksheet

	Yes	No
1099 Forms:		
Did you pay \$600 or more to a service provider or contractor?		
Did you send them form 1099-MISC? If yes, provide copies.....		
Income:		
Rebates, Bonuses & Commissions.....	\$	_____
Expenses:		
Weekly Seminars.....	\$	_____
Monthly Seminars.....	\$	_____
Leadership Seminars.....	\$	_____
Men's/Ladies' Seminars.....	\$	_____
Website Fees.....	\$	_____
Office Supplies.....	\$	_____
Weekly System (<i>Deduct seminar tickets</i>).....	\$	_____
Tools (<i>to hand out to prospect</i>).....	\$	_____
Legal/Professional fees (<i>include accounting and tax prep</i>).....	\$	_____
Hotels (<i>do not include meals</i>).....	\$	_____
Travel (<i>air, bus, rental vehicles & gas for rental vehicles</i>).....	\$	_____
Meals.....	\$	_____
Bank Charges.....	\$	_____
Cell Phone..... Total Expense \$ _____ x Business Use % _____ =	\$	_____
Second Phone at Home for Business and/or Fax.....	\$	_____
Books for Personal Development.....	\$	_____
Promotional Items.....	\$	_____
Internet Service, excluding phone and cable Total Expense \$ _____ x Business Use % _____ =	\$	_____
Parking & Tolls.....	\$	_____
Rental Vehicle & Expenses.....	\$	_____
Postage for outgoing Mail.....	\$	_____

Vehicle expense? If yes, fill out a [Vehicle Worksheet](#) for each vehicle used.

Other:

Equipment and Computers (Provide a fully detailed description, purchase date and amount for each asset)

I certify that the above information is true and correct, **and** I have the documentation supporting my responses.

Signature of person who prepared this form

Date