

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

Direct Sales Business Worksheet

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.....

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Income:

Rebates, Bonuses & Commissions..... \$ _____

Expenses:

Weekly Seminars..... \$ _____
 Monthly Seminars..... \$ _____
 Leadership Seminars..... \$ _____
 Men's/Ladies' Seminars..... \$ _____
 Website Fees..... \$ _____
 Office Supplies..... \$ _____
 Weekly System (*Deduct seminar tickets*) \$ _____
 Tools (*to hand out to prospect*) \$ _____
 Legal/Professional fees (*include accounting and tax prep*) \$ _____
 Hotels (*do not include meals*) \$ _____
 Travel (*air, bus, rental vehicles & gas for rental vehicles*) \$ _____
 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

Date