

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?

Yes No

Income:

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

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*)..... \$ _____
Professional Fees (*tax preparation*)..... \$ _____
Hotels (*do not include meals*)..... \$ _____
Travel (*air, bus, rental vehicles & gas for rental vehicles*)..... \$ _____
Meals..... \$ _____
Bank Charges..... \$ _____
Cell Phone..... Total Expense \$ _____ Business Use _____ %
Second Phone at Home for Business and/or Fax..... \$ _____
Books for Personal Development..... \$ _____
Promotional Items..... \$ _____
Internet Service..... \$ _____
Parking & Tolls..... \$ _____
Rental Vehicle & Expenses..... \$ _____
Postage for outgoing Mail..... \$ _____

Other:

Equipment and Computers (*itemize*) (*provide 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:

Prepared By

Date