

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"/> Non-business 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	
<input type="checkbox"/>	Meals
<input type="checkbox"/>	Entertainment
Other Business Expenses	
<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