

MULTI-LEVEL SALES: INCOME & EXPENSE WORKSHEET FOR DIRECT SELLERS

YEAR _____

YOUR NAME _____ Federal ID # _____

NAME OF COMPANY YOU SELL FOR _____

ADDRESS OF YOUR BUSINESS _____

PRODUCT SOLD _____

YOUR PERCENTAGE OF DISCOUNT ON PURCHASES _____ %

How many months was this business in operation during the year? 12 Months OR From _____ To _____

How many hours during the year did you and/or your spouse devote to this business? FULL TIME OR # of hours _____

Is any portion of your investment in this business *not* subject to payback by you? YES NO

▼ BUSINESS INCOME ▼

Income from Sales:	Payments you receive from customers for products or samples they buy from you.	
Commissions, Bonuses, Percentages:	Amounts you receive from the company for sales and the sales of others under you.	
Prizes, Awards and Gifts you receive for any reason for selling:		

▼ Sales of Equipment, Machinery, Land, Buildings Held for Business Use ▼

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

▼ BUSINESS EXPENSES (cost of goods sold) ▼

Total cost of purchases of product for resale		FREIGHT-IN	Shipping cost to receive product or materials, if not included in purchases	
Samples or demonstrators purchases that are available for resale		INVENTORY AT END OF YEAR	(Value of above product and samples you still have)	
Personal use: Actual cost of above items used by you and your family		How did you arrive at inventory value?		
Returns: Product included above returned to the company		Your Actual Cost <input type="checkbox"/> Lower of Cost or Market Value <input type="checkbox"/>		

▼ CAR and TRUCK EXPENSES ▼

(for calling on customers, making deliveries, picking up goods, attending meetings)

	VEHICLE 1	VEHICLE 2
Year and Make of Vehicle		
Date Purchased (month, date and year)		
Ending Odometer Reading (December 31)		
Beginning Odometer Reading (January 1)	-	-
Total Miles Driven (End Odo - Begin Odo)		
Total Business Miles (do you have another vehicle?)		
Total Commuting Miles		
Parking Fees and Tolls		
License Plates		
Interest		

Continue below if you take actual expense (must use actual expenses if you lease)

Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
Lease Costs		

▼ OFFICE in HOME ▼

Date Acquired Home
Total Cost
Cost Of Land
Cost Of Improvements
Sq. Footage Of Home
Sq. Footage Of Office Area
Rent Paid (If You Rent)
Interest
Taxes
Utilities/Garbage
Insurance
Repairs/Maintenance
Hours Used Per Week
Hours Worked Per Week

BUSINESS EXPENSES (continued)
(must be ordinary and necessary)

ADVERTISING/PROMOTION: Ads, Business cards, Christmas Cards, sales aids, catalogs, etc.		EXPENSES (AWAY FROM HOME OVERNIGHT):	
*COMMISSIONS & FEES PAID: Pmts. to down line.		Lodging	
EMPLOYEE BENEFITS: Health Insurance, Christmas party, mileage reimbursements, etc.		Meals & tips (keep total separate from other costs)	
INSURANCE: Worker's Comp, Business Liability (do not include auto/truck/health)		Convention fees	
INTEREST: Mortgage (on business bldg.):		Cruise ship convention/seminar	
Paid to financial institution		Airplane or train fares	
Paid to individual		Auto rental, taxis or bus fares	
OTHER INTEREST:		Other (Incidentals, laundry, etc.)	
(do not include auto or truck)		MEALS & ENTERTAINMENT:	
List life insurance loans separately		Sales lunches	
Business only credit card		Gifts (limited to \$25 per individual or couple)	
*LEGAL & PROFESSIONAL: Attorney fees for business, accounting fees, bonds, permits, etc.		Tickets	
PENSION/PROFIT SHARING: Employees only		Tickets to qualified charitable events	
*RENT/LEASE: Machinery and equipment		UTILITIES & TELEPHONE	
Other business property		Electricity (business)	
*REPAIRS & MAINTENANCE: Building, equipment, etc. (do not include auto or truck)		Natural gas/heating fuel (business)	
SUPPLIES: Order forms, bags		Garbage, water, sewer (business)	
Small tools		Telephone (bus. line, second line, other options)	
TAXES: Personal property		Business long distance (from home telephone)	
Licenses (not auto/truck)		WAGES (bring your copy of W-2s/941s if they have been filed)	
Real estate of business building & land		Wages to spouse (subject to Soc.Sec. and Medicare tax)	
Sales tax (if included in gross sales)		Children under 18 (not subject to Soc.Sec. and Medicare tax)	
Payroll (your share Soc.Sec./Medicare)		Other	
Federal unemployment		OTHER EXPENSES (not listed elsewhere)	
State unemployment		Demonstrators or Samples NOT for Sale and with life of less than one year	
TRAVEL (number of nights away)		Dues & publications	
City _____ City _____ City _____		Education/seminars/motivational tapes	
City _____ City _____ City _____		Laundry & Cleaning	
LAUNDRY & CLEANING		Meeting Fees	
PRINTING & COPYING		Printing & Copying	
		Service Charges paid to the company	
		Show Fees	
		Shipping (product to customer)	

EQUIPMENT PURCHASED

(Computers, office equipment, furnishings, samples or demonstrators not for sale with lives of more than one year)

Item Purchased	Date Purchased	Business Use %	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

*1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

NOTE: All payments to attorneys require the filing of 1099-MISC.

Name	Address	Social Security #	Amount	Purpose of Payment

Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold tax on the payments.