Tax Organizer—Direct Sellers

Name:	Tax Year:
Principal Business/Product Sold:	
Business Name and Address (if different than residence):	
Date Business Started (if started this year):	

Part 1—Inventory (at your cost)	
Inventory at Beginning of the Year (Should match "Cost of Inventory for Sale at Year-End" from last year's organizer)	
Total Purchases During the Year	
Purchase Returns and Allowances	
Cost of Items Taken for Personal Use—DO NOT INCLUDE BUSINESS GIFTS	
Cost of Inventory for Sale at Year-End	

Part 2—Income (attach any Form 1099s received)	
Total Retail Sales	
Commissions Received	
Prizes Won	
Other Income (attach detail) _____	

Part 3—Deductions	
Advertising (posters, Yellow Pages, booth rental, retail display products, etc.)[1]	
Bad Debts (uncollectable debts if the related sale is included in "Total Retail Sales," above)	
Bank Service Charges	
Classes, Workshops and Seminars	
Commissions Paid	
Demonstrators (not for sale)	
Hostess Gifts, Flowers	
Interest on Business Loans	
Magazines, Books, Tapes, Educational Aids	
Meals and Entertainment	
Meeting Room Rent	
Membership Fees	
Office Supplies	
Other Gifts (list recipients and amounts)[1]	
Postage	
Prizes Given to Customers and other Direct Sellers[1]	
Product Replacement Insurance	
Professional Fees (legal, tax preparation, accounting, etc.)	
Salaries	
Sales Aids From the Direct Selling Company	
Start-Up Kit (if started this year)	
Telephone (long distance for business, cost of separate line used only for business, cell phone, etc.)	
Travel for Business Trips (Airfare, Rent Car, Hotel, Meals, Cabs, Tips, Laundry, etc.)	
Other Expenses (attach detail)	

[1] Only include cost of products if their cost is not included in "Purchases" in Part 1.

Part 4—Vehicle Information	
Vehicle Description:	
Odometer Reading at End of Year	
Odometer Reading at Beginning of Year	
Total Miles Driven for the Year	
Total Miles Driven for Direct Selling Business	

Part 5—Car Expenses (actual costs for the year)	
Gas	
Insurance	
Repairs and Maintenance	
Lease Payments	
Parking and Tolls (Business-related only)	
Other: _____	

Part 6—Home Office Expenses (must meet certain tests to deduct)	
Mortgage Interest	
Property Taxes	
Utilities (not listed in Part 3)	
Repairs and Maintenance	
Homeowner's Insurance:	
Other: _____	
Other: _____	

Part 7—Business Assets Purchased During the Year (such as car, computer, desk, answering machine, etc.)

Description	Date Acquired	Cost	% Used for Business Purposes

Part 8—Other Information