

# INCOME AND EXPENSE CATEGORIES

## IRS Form Schedule C

Sales ----- (Line 1)  
Commissions Received ----- (Line 1)  
Reimb. for Cons. Prod. ----- (Line 1)  
Prizes, Car Program/Ins. ----- (Line 1)  
Other Reimbursements ----- (Line 6)  
Other Income ----- (Line 6)

Advertising ----- (Line 8)  
    Phone Book  
    Newsletters / Programs  
    Preferred Customers  
    Other

Auto Exps (Mileage) ----- (Line 9, 44)  
Auto Exps (Actual) ----- (Line 9, 44)  
    License/Registration  
    Car Wash  
    Maintenance / Repairs  
    Interest - Auto Loan  
    Parking / Tolls  
    Fuel / Oil Changes  
    Auto Insurance

Bad Debts ----- (Line 48)  
    Returned Checks

Commissions Paid ----- (Line 10)  
    Business Commissions

Communications ----- (Line 25)  
    Long Distance  
    Internet Access  
    Business Phone  
    Cell Phone

Depr / Equip Purchases ----- (Line 13)  
    Office Equipment / Furniture  
    Other Equipment  
    Home Improvements

Emp. Pension Plan ----- (Line 19)  
    Pensions

Edu. Reimbursement ----- (Line 14)  
    Education

Insurance, Business ----- (Line 15)  
    Product  
    Business Liability

Interest - Business  
    Loans ----- (Line 16a)  
    CC Annual Fees ----- (Line 16b)  
    CC Process Fees ----- (Line 16b)  
    Finance Charges ----- (Line 16b)  
    Bank Charges ----- (Line 16b)

Legal / Professional ----- (Line 17)  
    Attorney / Accountant  
    Tax Preparation Fees  
    Other

Meals & Enter. 100% ----- (Line 48)  
    (M&E expenses in home)  
    Breakfast  
    Lunch  
    Dinner  
    Snacks  
    Cocktails

Meals & Enter. 50% ----- (Line 24b)  
    Breakfast  
    Lunch  
    Dinner  
    Snacks  
    Cocktails  
    Golf / Show / Theatre, etc

Medical Reimbursement ---- (Line 14)  
    Med. Reimb. Plan

Miscellaneous ----- (Line 48)  
    Business Gifts  
    Freight & Taxes on Product  
    Laundry - Red Jacket  
    Other

Office Expenses ----- (Line 18)  
    Office Supplies  
    Postage & Shipping  
    Dues & Subscriptions  
    Other

Personal Use ----- (Line 36)  
    Personal Usage

Product Purchases ----- (Line 36)  
    Section 1

Product for Consultants ---- (Line 48)  
    Product / Agreements

Recruiting & Promos ----- (Line 48)  
    Recruiting  
    Printing  
    Team Rewards / Prizes  
    Other

Rent or Lease  
    Auto Lease ----- (Line 20a)  
    Meeting Space ----- (Line 20b)

Repairs & Maintenance ----- (Line 21)  
    Equipment Repair / Maintenance

Sales Aides ----- (Line 48)  
    Sales / Marketing Items  
    Section 2 Items

Seminars / Workshops ----- (Line 48)  
    Registration Fees  
    Other

Supplies ----- (Line 22)  
    Party Supplies  
    Business Supplies  
    Other

Taxes & Licenses ----- (Line 23)  
    Income Taxes  
    FICA / Medicare  
    City Licenses  
    Other

Training Aides ----- (Line 48)  
    Tapes  
    Videos  
    Literature  
    Books  
    Other

Travel ----- (Line 24a)  
    Parking / Tolls  
    Car Rental / Gas  
    Bus / Taxi  
    Airfare  
    Lodging  
    Newspaper  
    Tips  
    Other

Utilities (not home) ----- (Line 25)  
    Janitorial  
    Water / Sewer / Garbage  
    Electric / Gas  
    Maintenance  
    Other

Wages ----- (Line 26)  
    Salaries

## EOY Inventory will account for:

Section 1 Demos  
Outdated Product  
Section 1 Hostess Gifts

## IRS Form 8829

### Home Office Expenses

Casualty Losses ----- (Line 9)  
Mortgage Interest ----- (Line 10)  
Real Estate Taxes ----- (Line 11)  
Home Insurance ----- (Line 17)  
Rent ----- (Line 18)  
Repairs / Maintenance ----- (Line 19)  
Utilities (Home) ----- (Line 20)  
    Electric/Gas/Water/Sewer/Garbage  
Other Expenses ----- (Line 21)  
    Carpet Cleaning  
    Maid Service  
    Pest Control  
    Other