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Erie, CO 80516

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TAX QUESTIONNAIRE

COMPANY NAME \_\_\_\_\_

Company EIN \_\_\_\_\_ Bus Phone \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date Formed \_\_\_\_\_

Entity Type: C Corp \_\_\_\_\_ S Corp \_\_\_\_\_ LLC \_\_\_\_\_ Ptrshp \_\_\_\_\_ Sch C \_\_\_\_\_ Other \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ School District \_\_\_\_\_ Sch/Co Code \_\_\_\_\_

Email Address \_\_\_\_\_

If we did not prepare your returns for the last three years, please provide a copy of those returns

OFFICE USE ONLY - PLEASE LEAVE BLANK

Date Received \_\_\_\_\_ Processing Charge \_\_\_\_\_

Set-Up \_\_\_\_\_ Total Charges \_\_\_\_\_

Extension \_\_\_\_\_ Less: Retainer Pd. \_\_\_\_\_

Preparation \_\_\_\_\_ Balance Due \_\_\_\_\_

\_\_\_\_\_ Express Charge \_\_\_\_\_

\_\_\_\_\_ Total Charge \_\_\_\_\_

\_\_\_\_\_ C.C. Fee \_\_\_\_\_

Final Review \_\_\_\_\_ Total Due: \_\_\_\_\_

Date Mailed/Delivered: \_\_\_\_\_

**SMALL BUSINESS INFORMATION SUMMARY**

C Corp \_\_\_\_\_ S Corp \_\_\_\_\_ LLC \_\_\_\_\_ Ptrshp \_\_\_\_\_ Sch C \_\_\_\_\_ Other \_\_\_\_\_

Description of Business \_\_\_\_\_ TP \_\_\_\_\_ SP \_\_\_\_\_

**Do you have signature authority on a foreign bank account? Yes \_\_\_\_\_ No \_\_\_\_\_**

**A. INCOME SOURCES**

Sales \_\_\_\_\_ Commissions/Bonuses \_\_\_\_\_  
Interest Income \_\_\_\_\_  
Other Income \_\_\_\_\_

**B. COST OF SALES & PRODUCTS SOLD**

Purchases \_\_\_\_\_ Beginning Inventory \_\_\_\_\_  
Less: Personal Usage \_\_\_\_\_ Ending Inventory \_\_\_\_\_  
Samples & Demos Exp \_\_\_\_\_ Sold but Uncollectible \_\_\_\_\_  
Damaged/Obsolete Goods \_\_\_\_\_ MTR Adjustments \_\_\_\_\_  
Management Fees \_\_\_\_\_ LBA Payments \_\_\_\_\_  
Subcontract Labor \_\_\_\_\_ Other Expenses \_\_\_\_\_  
Client Expenses \_\_\_\_\_ Refunds & Discounts \_\_\_\_\_

**C. OPERATING EXPENSES**

Advertising/Promos/Gifts \_\_\_\_\_ Meetings & Presentations \_\_\_\_\_  
Bad Debt Exp \_\_\_\_\_ Moving & Archival Storage \_\_\_\_\_  
Bank Svc Chgs \_\_\_\_\_ Office Décor \_\_\_\_\_  
Bonuses \_\_\_\_\_ Office Supplies & Expenses \_\_\_\_\_  
Bookkeeping Exp \_\_\_\_\_ Office Rent \_\_\_\_\_  
Business Telephone \_\_\_\_\_ Other Rent \_\_\_\_\_  
Casual Labor \_\_\_\_\_ Officer's Management Fees \_\_\_\_\_  
Cellular Phone \_\_\_\_\_ Payroll \_\_\_\_\_  
Charge Discounts \_\_\_\_\_ Payroll Taxes \_\_\_\_\_  
Commissions \_\_\_\_\_ Postage \_\_\_\_\_  
Computer/Software Exp \_\_\_\_\_ Printing/Secretarial \_\_\_\_\_  
Consulting Fees \_\_\_\_\_ Repairs/Maintenance \_\_\_\_\_  
Conferences/Seminars \_\_\_\_\_ Small Tools/Accessories \_\_\_\_\_  
Donations \_\_\_\_\_ Tolls & Parking \_\_\_\_\_  
Dues/Subscriptions \_\_\_\_\_ Training Tapes/Literature \_\_\_\_\_  
Equipment Lease \_\_\_\_\_ Travel Expense \_\_\_\_\_  
Equipment Repairs \_\_\_\_\_ Website Develop/Internet Fees \_\_\_\_\_  
Family Labor \_\_\_\_\_ Office in Home Expense ( \_\_\_\_\_ %)  
Insurance \_\_\_\_\_ Rent \_\_\_\_\_ Utilities \_\_\_\_\_  
Interest Exp \_\_\_\_\_ HO Ins \_\_\_\_\_ Water/Sewer \_\_\_\_\_  
Legal/Accounting \_\_\_\_\_ RE Tax \_\_\_\_\_ Mtg Interest \_\_\_\_\_  
Licenses/Fees \_\_\_\_\_ Security \_\_\_\_\_ Lawn/Snow \_\_\_\_\_  
Meals for Business \_\_\_\_\_ Repairs \_\_\_\_\_ Maint. Fees \_\_\_\_\_  
Medical/Wellness Exp. \_\_\_\_\_ HOA Fees \_\_\_\_\_ Other Exp \_\_\_\_\_

**AUTO EXPENSES ARE RECORDED ON THE NEXT PAGE**

**CLIENT ENTERTAINMENT IS NO LONGER DEDUCTIBLE IN 2018**

**AUTOMOTIVE EXPENSES**

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Description of Vehicle	_____	_____	_____	_____
Odometer @ 12/31	_____	_____	_____	_____
Total Miles Driven	_____	_____	_____	_____
Total Business Miles	_____	_____	_____	_____
Commuting Miles	_____	_____	_____	_____
Miles Per Gallon	_____	_____	_____	_____
Type of Expense	_____	_____	_____	_____
Lease Payments	_____	_____	_____	_____
Loan Payments	_____	_____	_____	_____
Gasoline Purchased	_____	_____	_____	_____
Oil Changes	_____	_____	_____	_____
Repairs/Maintenance	_____	_____	_____	_____
Tires/Accessories	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
Tags & Licenses	_____	_____	_____	_____
Car Wash/Detailing	_____	_____	_____	_____
Other Auto Exp.	_____	_____	_____	_____
	_____	_____	_____	_____
Total Auto Exp.	_____	_____	_____	_____
	X_____%	X_____%	X_____%	X_____%
Deductible Amount	_____	_____	_____	_____

**\*Do NOT include Loan Payments. If you own the vehicle, provide purchase info and/or documents**

If a balance sheet is required for your business filings, please provide year end bank reconciled balances with bank statements, current year-end figures, prior depreciation schedules ( if a new client ) and invoices and loan/lease agreements on new vehicles and major equipment acquisitions as well as year-end balances for Receivables, Payables, Bank Loans and other debt.

If you do your own books and have a year-end summary prepared, you may attach your own summary instead of transferring data into this format.

Please provide all 1099's and there documents confirming income from other sources. If you have payroll and/or pay subcontractors, please provide the quarterly payroll reports (941's, State Withholding and State Unemployment reports), the annual Form 940, the W-2's, and W-3, 1099's, and 1096.

**PURCHASE & SALE OF ASSETS**

<u>Description of Asset</u>	<u>Date Purch.</u>	<u>Cost</u>	<u>Date Sold</u>	<u>Sale Price</u>	<u>Wash/ADJ</u>	<u>Profit/Loss</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**RENTAL PROPERTIES**

	<u>Property #1</u>	<u>Property #2</u>	<u>Property #3</u>	<u>Property #4</u>
Address of Property	_____	_____	_____	_____
Rent Received	_____	_____	_____	_____
Advertising Exp	_____	_____	_____	_____
Appliances	_____	_____	_____	_____
Auto/Travel	_____	_____	_____	_____
Cable	_____	_____	_____	_____
Carpentry	_____	_____	_____	_____
Cleaning Exp	_____	_____	_____	_____
Commissions	_____	_____	_____	_____
Electrical	_____	_____	_____	_____
HOA Fees	_____	_____	_____	_____
Insurance Exp	_____	_____	_____	_____
Internet Exp	_____	_____	_____	_____
Landscaping	_____	_____	_____	_____
Legal Fees	_____	_____	_____	_____
Licenses/Fees	_____	_____	_____	_____
Maintenance Exp	_____	_____	_____	_____
Management Fees	_____	_____	_____	_____
Mortgage Interest	_____	_____	_____	_____
Office Expenses	_____	_____	_____	_____
Painting	_____	_____	_____	_____
Pest Control	_____	_____	_____	_____
Plumbing	_____	_____	_____	_____
Repairs	_____	_____	_____	_____
Other Repairs	_____	_____	_____	_____
Roofing	_____	_____	_____	_____
Security	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Taxes	_____	_____	_____	_____
Utilities	_____	_____	_____	_____
Water/Sewer	_____	_____	_____	_____
Other Exp	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____