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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 _____

State Registry Number _____ State of Domicile _____

Foreign State Number _____ Foreign State to File _____

COMPANY ADDRESS _____

City _____ State _____ Zip Code _____

County _____ School District _____ School/County Code _____

Email Address _____

If we did not prepare your returns for the last three years, please provide a copy of those returns
If we already have them from last year, you do not need to resend them.

OFFICE USE ONLY - PLEASE LEAVE BLANK

Date Received _____ Processing Charge _____

Set-Up: _____ Preparation Charges _____

Extension _____ Less: Pymts/Credits _____

Bookkeeping _____ Balance Due _____

Preparation _____ Express Charge _____

_____ Total Charge _____

_____ C.C.Fee _____

Final Review _____ Total Due: _____

Date Mailed/Delivered: _____

- 1) Did you buy or sell any Cryptocurrency? If so, I need the date and cost of all purchases and sales. If you are holding inventory at the end of the year, I need to know what was included. This means that I need to know how much you own of each type of crypto and the cost of each.
- 2) If you received PPP Funding, EIDL Grants, SBA Loans and/or any other specialized Government Funding, I need to know how much was received, what type of funding was received and if any was forgiven or will be,
Each type is different and needs to be separated and categorized before filing.
- 3) If you owe taxes this year, I recommend paying it electronically, when I file the return. If you are getting a refund, I recommend that you have the government pay you, electronically.

Please fill out the following information or provide a copy of a voided check.

For Paying Taxes:

Routing Number _____ Bank Name _____
Account Number _____

For Refunds:

Routing Number _____ Bank Name _____
Account Number _____

- 4) If you would prefer to have me draft your bank account to pay your invoice, let me know.
- 5) If you would prefer to pay for your invoice by credit card, please provide the following info.

CREDIT CARD INFORMATION AND AUTHORIZATION

Invoice # _____

Credit Card Number _____ Disc. _____ MC _____ Visa _____
Name shown on Credit Card _____ Expiration _____
Address _____ Zip Code _____ CVS Code _____

I hereby authorize you to charge my credit card for service rendered on my behalf:

_____	_____	_____	Total Chg. _____
Legal Signature	Date	Authorization #	3.5% Fee _____
			Total Chg. _____

IV. BUSINESS INCOME AND EXPENSES (Use separate sheet for each business)

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 _____	_____
Management Fees _____	_____
PPP Proceeds _____	PPP Forgiveness _____
SBA/EDIL Loans _____	EDIL Grants _____

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 _____	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 Fees _____	RE Tax _____ Mtg Interest _____
Licenses/Fees _____	Security _____ Lawn/Snow _____
Registered Agent Fee _____	HOA Fees _____ Cable/Internet _____
Meals for Business _____	Repairs _____ Maintenance Fees _____
Medical/Wellness Exp. _____	Other Expenses: _____
Health Insurance Premiums _____	_____
_____	_____
_____	_____

CLIENT ENTERTAINMENT IS NO LONGER DEDUCTIBLE

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Make & Model				
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				

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.

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				