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BUSINESS 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. Coinbase and some of the other programs are supposed to provide Schedule D if required, but you may need to request it. Without a summary, one will need to be prepared, which is very time consuming.
- 2) If you received PPP Loans, EIDL Grants, SBA Loans and/or any other specialized Government Funding, in previous years, 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.
We also need the year-end SBA Loan Statement from the government, so that we can allocate the interest paid, which is deductible. You should be able to get a year-end statement from the on-line portal.
- 3) If you owe taxes this year, I highly recommend paying it electronically, when I file the return. If you are going to need an extension, I suggest that you make an estimated payment when the extension is filed, unless you make it directly to the IRS AND to the State.
If you are getting a refund, I recommend that you have the government pay you, electronically. To arrange for electronic payments and/or refunds, 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. This will save you the 3.5% electronic processing fee.
- 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 _____
_____ 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 _____ Other Expenses _____
Subcontract Labor _____
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 _____ Supplies _____
Dues/Subscriptions _____ Tolls & Parking _____
Equipment Lease _____ Training Tapes/Literature _____
Equipment Repairs _____ Travel Expense _____
Family Labor _____ Website Develop/Internet Fees _____
Insurance _____ Office in Home Expense (_____ %)
Interest Exp _____ Rent _____ Utilities _____
Legal/Accounting Fees _____ HO Ins _____ Water/Sewer _____
Licenses/Fees _____ RE Tax _____ Mtg Interest _____
Registered Agent Fee _____ Security _____ Lawn/Snow _____
Meals for Business _____ HOA Fees _____ Cable/Internet _____
Medical/Wellness Exp. _____ Repairs _____ Maintenance Fees _____
Health Insurance Premiums _____ Other Expenses: _____

CLIENT ENTERTAINMENT IS NO LONGER DEDUCTIBLE

AUTOMOTIVE EXPENSES

	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	_____	_____	_____	_____

***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 the 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, W-3, 1099's, and 1096.

PURCHASE & SALE OF ASSETS (Attach stock trade info; attach crypto trade info)

<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				