

HARRY M. SAMUEL **S**
ACCOUNTANT & FINANCIAL ADVISOR

December 29, 2017

Hello and Happy New Year,

As 2017 comes to a close, we are looking forward to many dramatic changes in the tax code as well as many major shifts in how society is dealing with issues that previously were overlooked or ignored.

The media has given so much distorted and "fake" news that it is difficult to decipher what is real and what is fictitious. That means that you have to be careful what you read and especially what you believe to be true and applicable to you and your situation.

The bottom line, from a taxation perspective, is that the new law will help some more than others and if you are prudent in your planning and decisions, the law should work for you.

Fortunately, my client base is predominantly entrepreneurs, so the new laws will be beneficial to most of my clients and my staff is already studying the new laws and getting ready for tax season.

We will not know the full extent of the impact of the new changes until we start applying them but 2018 will be significantly different than 2017 was and I strongly suggest that you take some time and review your business and tax model to ensure that you are making the right choices and using the laws to your advantage.

The 2017 returns will be based on the same laws as the 2016 returns but the sooner you update your plan, in anticipation of the new laws, the sooner you will be able to set the stage for the tax savings.

The 2018 returns will be vastly different than 2017 returns will be and if you wait to make changes, you will be throwing away tax dollars.

As in previous years, it is highly beneficial to get your records in to me at your earliest convenience. If we are also maintaining and/or updating your bookkeeping files, the sooner we have them, the sooner we can work on them.

I have two new staff members, Hagar and Kyle, and Ramona is still my staff manager and senior assistant. I am sure you will enjoy working with them all.

We have added a direct line to the bookkeepers. The back office line is 954-966-8635.

We expect a very busy tax season and the queue fills up quickly, so get in the queue early to avoid delays.

I highly recommend that you have your tax refunds deposited into your accounts and pay your taxes electronically, when you file. To do so, I need your banking info or a copy of a blank check.

I hope that you had a great 2017 and wish you a happy, healthy and prosperous 2018.

Sincerely,





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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 Draw _____
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 & Entertainment _____ Repairs _____ Maint. Fees _____
Medical/Wellness _____ HOA Fees _____ Other Exp _____

AUTO EXPENSES ARE RECORDED ON THE NEXT PAGE

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				