



Tax Questionnaire - Schedule C Sole Proprietorship Only

For the Year Ending December 31, 2024

Business Name: _____

GENERAL QUESTIONS

- 1 Address, if different from last year: _____ ☐ Yes ☐ N/A
- 2 Were required Forms 1099 filed with the IRS and provided to recipients on time? ☐ Yes ☐ N/A
- 3 Did the company sell, exchange, or otherwise acquire a financial interest in any digital assets (i.e., virtual currency/cryptocurrency)? ☐ Yes ☐ N/A
 - a) Were digital assets used to pay for goods or services? ☐ Yes ☐ N/A
 - b) Did you accept digital assets as a form of payment for goods you sold or services you provided? ☐ Yes ☐ N/A
- 4 Did the business have foreign bank accounts aggregating more than \$10,000 USD at any point of the year, including foreign Crypto Currency Exchanges & Wallets that are not based in the U.S.? ☐ Yes ☐ N/A
- 5 If the business either has no foreign activity or foreign activity is limited to passive or investment income generating no more than \$300 of foreign taxes, mark N/A. ☐ Yes ☐ N/A
- 6 Provide copies of any notices received from the IRS or state and local tax agencies. ☐ Done ☐ N/A
- 7 Do you perform work or have customers in multiple states? ☐ Yes ☐ N/A
- 8 Do you have a remote workforce (employees) in multiple states? ☐ Yes ☐ N/A

ACCOUNTING RECORDS

If we don't prepare your bookkeeping, complete the tasks below before providing accounting records.

- 1 Separate personal expenses from business expenses. ☐ Done ☐ N/A
- 2 Check that all dues and subscriptions are related to business activity. ☐ Done ☐ N/A
- 3 Check that all meals are business-related and substantiated. ☐ Done ☐ N/A
 - a) Separate entertainment expenses from meals. ☐ Done ☐ N/A
 - b) Separate meals for company-wide year-end parties or team building exercises for employees. ☐ Done ☐ N/A
- 4 Fixed assets: Check purchases of machinery, equipment, or software and payments for repairs & maintenance, construction, or improvements. If over \$2,500, provide details. ☐ Done ☐ N/A
- 5 Fixed assets: Provide details (date sold, amount of sales proceeds) for asset sales or disposals. ☐ Done ☐ N/A

Provide copies of the following:

- 6 Accounting software reports in Excel format or use the tabs in our Schedule C Business Template. ☐ Done ☐ N/A
 - b) Breakdown of income and expenses ☐ Done ☐ N/A
 - b) Breakdown of home office expenses (see Home Office Tab if using template) ☐ Done ☐ N/A
 - c) Miles driven for the year and the number of business-related miles (Vehicle Expense tab if using template) ☐ Done ☐ N/A
- 7 1099s you or the business received. ☐ Done ☐ N/A
- 8 Form W-3 and W2s, if you have employees, including number of Form W-2s filed. ☐ Done ☐ N/A
- 9 Closing documents for real property purchases or real property sales. ☐ Done ☐ N/A
- 10 Year-end investment statements for Brokerage accounts under the business's name. ☐ Done ☐ N/A

PANDEMIC RELIEF PROVISIONS

- 1 Employee Retention Tax Credit (ERTC): Did you or your payroll service provider retroactively claim ERTC for tax years 2020 or 2021? ☐ Yes ☐ N/A
 - a) If yes, did you already receive your ERTC refunds? ☐ Yes ☐ N/A
 - b) Were the income tax returns amended for the affected tax years? ☐ Yes ☐ N/A