# Tax Questionnaire – Business Tax Returns Only

**For the year ending December 31, 2024.**
**Business Name:** ____________________
**Tax Matters Person or Name of person completing this form:** ____________________

## GENERAL QUESTIONS

| | Yes | N/A |
|---|---|---|
| 1. Address, if different from last year: ____________________ | | ☐ |
| 2. Owner address changes:<br>Owner Name/New Address: ____________________<br>Owner Name/New Address: ____________________ | | ☐ |
| 3. Were there any changes in ownership?<br>If yes, explain: ____________________ | ☐ | ☐ |
| 4. Were required Forms 1099 filed with the IRS and provided to recipients on time? | ☐ | ☐ |
| 5. Does the company have a retirement plan? NV and most states now require or will require businesses to have one. | ☐ | ☐ |
| 6. If applicable, were health plan(s) and/or reimbursement arrangements in compliance with the Affordable Care Act (ACA)? Were all 1094/1095-C forms timely filed and issued? (50+ employees). | ☐ | ☐ |
| 7. Did the company sell, exchange, or otherwise acquire a financial interest in any digital assets (i.e., virtual currency/cryptocurrency)? | ☐ | ☐ |
| a) Were digital assets used to pay for goods or services? | ☐ | ☐ |
| b) Were digital assets accepted as payment for goods you sold or services you provided? | ☐ | ☐ |
| 8. 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.? | ☐ | ☐ |
| 9. 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. | ☐ | ☐ |
| 10. Provide copies of any notices received from the IRS or state and local tax agencies. | ☐ | ☐ |
| 11. Do you perform work or have customers in multiple states? | ☐ | ☐ |
| 12. Do you have a remote workforce (employees) in multiple states? | ☐ | ☐ |
| 13. If the business maintains inventory, was there a change in the method of determining quantities, cost, or valuations between opening and closing inventory during the year? | ☐ | ☐ |

## ACCOUNTING RECORDS

| If we don't prepare your bookkeeping, complete the tasks below before providing accounting records: | Done | N/A |
|---|---|---|
| 1. Reconcile bank accounts to statements through 12/31. | ☐ | ☐ |
| 2. Reconcile credit card accounts to statements through 12/31. | ☐ | ☐ |
| 3. Reconcile loan balances on 12/31 to the loan statements. | ☐ | ☐ |
| 4. Separate personal expenses. | ☐ | ☐ |
| 5. Check that all dues and subscriptions are related to business activity. | ☐ | ☐ |
| 6. Check that all meals are business-related and substantiated. | ☐ | ☐ |
| a. Separate entertainment expenses from meals. | ☐ | ☐ |
| b. Separate company-wide year-end parties or team building exercises for employees. | ☐ | ☐ |
| 7. Reconcile salaries & wage expenses to the Form W-3. | ☐ | ☐ |
| 8. Fixed assets: Check purchases of machinery, equipment, or software and payments for repairs & maintenance, construction, or improvements. If over $2,500, provide details. | ☐ | ☐ |
| 9. Fixed assets: Provide details (date sold, amount of sales proceeds) for asset sales or disposals. | ☐ | ☐ |

**ACCOUNTING RECORDS (continued) - Provide the following**:

10. Reports in **Excel** format (unless we prepare your bookkeeping): Trial Balance, General Ledger, Profit & Loss Statement, and Balance Sheet
11. 1099s the business received for income, interest, or dividends.
12. Form W-3 and W-2s for all owners, including total number of Forms W-2 filed.
13. Schedule K-1s you received from other companies (excluding any we prepared).
14. Closing documents for real property purchases or real property sales.
15. Year-end investment statements for Brokerage accounts under the business's name.

## PANDEMIC RELIEF PROVISIONS

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

## Partnerships and LLCs Taxed as Partnerships Only:

| | Yes | N/A |
|---|---|---|
| 1. Is there a change in the Partnership Representative? | ☐ | ☐ |
| If yes, name of new Partnership Representative: ______________________________________ | | |
| 2. Did partners receive guaranteed payments in 2024, including health insurance benefits? | ☐ | ☐ |
| 3. Did the partnership make any contributions to a pension or IRA for partners? | ☐ | ☐ |
| 4. Does the partnership have any new loans in 2024? | ☐ | ☐ |
| 5. Provide any oral or written amendments to the partnership, LLC, or operating agreement. | ☐ | ☐ |
| 6. Did any partner contribute cash or property to the partnership or take a cash distribution? | ☐ | ☐ |
| 7. Are any of the partners a foreign individual, entity, or trust? | ☐ | ☐ |
| 8. Were any partnership debts canceled or forgiven during the year? | ☐ | ☐ |
| 9. Were there any significant changes in the partnership's business or operations (start a new business, sell an existing business/rental or other property, acquire interest in another partnership or trust, incur a casualty or theft loss or condemnation awards)? | ☐ | ☐ |
| If yes, explain: ______________________________________________________________ | | |

## S corporations and LLCs Taxed as S Corps Only:

| | Yes | N/A |
|---|---|---|
| 1. Were officers paid wages for services they provided to the company in 2024? | ☐ | ☐ |
| 2. Did any shareholder make contributions to the S Corp during the year? | ☐ | ☐ |
| 3. Is there a shareholder loan to the S Corp or a loan from the S Corp to a shareholder? | ☐ | ☐ |
| 4. Were there any changes to the Officers? | ☐ | ☐ |
| 5. Does the S Corporation own vehicles? | ☐ | ☐ |
| 6. Did the S Corporation take out a loan this year? If yes, provide information on how the loan was used and copies of the loan documents. | ☐ | ☐ |
| 7. Were there any significant changes in the S Corp's business or operations during the year? | ☐ | ☐ |
| If yes, explain: ______________________________________________________________ | | |
| 8. For owners of more than 2% of the company: Did the S Corp pay fringe benefits for the owner, the owner's spouse and/or dependents (such as health insurance)? | ☐ | ☐ |
| If yes, were the benefits included on the shareholder's Form W-2? | ☐ | ☐ |