

General Questions

YES NO N/A

1. If this is the **first year we will prepare your tax return(s)**, provide the following from your files or your prior accountant:
 - a. 2019 tax returns, including state filings
 - b. Depreciation schedules
 - c. All tax carryforward schedules such as shareholder basis, net operating losses, tax credits, & charitable contributions
 - d. Business operating agreement and/or purchase/sale documents.
 - e. Copies of any tax elections made by the entity.
 - f. Copy of Form 2553 (S Election) and IRS acceptance.
2. Has the business been notified of any changes to previous returns by any taxing authority? If yes, provide copies of all correspondence.
3. Did your business receive a Payroll Protection Loan ("PPP")?
If yes, amount received _____
 - a. Was the loan forgiven in 2020?
4. Have there been any changes to the shareholders buy or sell agreement(s)? If yes, provide a copy.
5. If applicable, provide a schedule of ownership changes during the year, including dates and number of shares or percent of ownership change.
6. Is the business entity a shareholder in any foreign corporation or partnership?
7. Did the entity engage in either a purchase or sale transaction involving cryptocurrency (such as bitcoin)?
8. Did the business have employees? If yes:
 - a. Provide copies of all Federal and State payroll reports including Forms W-2/W-3, 940 & 941 (unless prepared by us).
9. Did the business include taxable fringe benefits such as health insurance, group-term life insurance, educational assistance, non-accountable expense allowances and personal use of corporate vehicles in compensation on employees' Forms W-2 and, if applicable, subject such amounts to payroll taxes?

YES NO N/A

16. Does the business own or lease any passenger vehicles? If yes, complete the summary of vehicle information worksheet on page 4 for each vehicle.
17. Does the business use a portion of a personal residence as a home office? If yes, complete the business use of your home worksheet on page 5.
18. Did the corporation have any travel, meals and/or entertainment expenses? If yes, do you have documentation to support deduction? Entertainment is no longer deductible and should be segregated into separate account.
19. Did the entity engage in more than one trade or business activity or a new activity during the year? If yes, please provide details:
20. Did the entity have a retirement plan? If yes, be advised you may be required to file Form 5500 for 401k or defined benefit plans.
21. Did the entity engage in any bartering activity during the year? If yes, provide a schedule of all the transactions.
22. Would you like a bound paper copy of your return in addition to the electronic copy that will be put in your Portal?

Deduction for Business Use of Your Home

Part of Your Home Used for Business:

Total square feet of home _____
Total square feet of area used for business _____

Rents Paid if Home Not Owned _____

Indirect Expenses - Enter total expense for entire home

Condominium Dues _____
Insurance _____
Gas & Electricity _____
Water & Sewer _____
Trash Removal _____
Snow Removal _____
Repairs & Maintenance _____
Painting _____
Carpeting _____

Direct Expenses - Enter expense amounts for the business area only **(if not already included in your QB file)**

Additional business phone line _____
Business Phone Charges _____
Repairs & Maintenance _____
Painting _____
Carpeting _____
Office Furn. & Equip. (describe):
_____ _____
_____ _____

Business Area Improvements (describe):
_____ _____
_____ _____