

## Business Questionnaire

Please answer the following questions. We will need to discuss the details for any question answered "Yes." If you are not sure of the answer, leave it blank and we can discuss it. If you don't return this questionnaire with your tax information, we will assume that the answers to these questions are "No."

### About the company.

- Y N Has the company's **physical address** changed?  
If so, what is the new address? \_\_\_\_\_
- Y N Has the company's **mailing address** changed?  
If so, what is the new address? \_\_\_\_\_
- Y N Have the company's **shareholders or partners** changed? If so, please list each shareholder's name, address, phone number, Social Security Number, and number of shares on a separate sheet of paper.
- Y N Have the company's **officers** changed? If so, please list each officer's name, address, phone number, Social Security Number, and office on a separate sheet of paper.
- Y N Have the company's **directors** changed? If so, please list each director's name, address, phone number, and Social Security Number on a separate sheet of paper.
- Y N Did the company have a shareholders meeting this year? If so, please include a copy of the minutes with your tax information.
- Y N Did the company have a board of directors meeting this year? If so, please include a copy of the minutes with your tax information.

### About the company's income tax returns.

- Y N Are you aware of any changes to the company's income, deductions and credits reported on a prior year's return(s)? If yes, you may be required to file an amended return.  
Would you like us to prepare any required amended returns? Y N Unsure. Please advise.
- Y N Has the IRS, or any state or local taxing agency notified you of changes to a prior year's tax return? If yes, you may be required to file an amended return.  
Would you like us to prepare any required amended returns? Y N Unsure. Please advise.
- Y N Did the company do business in more than one state during the year? If yes, you may be required to file tax returns in those states.  
Which state tax returns would you like us to prepare? \_\_\_\_\_ or Please advise.

### About sales and use tax.

- Y N Does the company sell a product (not services) to consumers (not resellers), or lease machinery or equipment (not real estate)? If yes, do you charge sales tax? Y N  
If yes, who prepares your sales tax reports?
- Y N Does the company buy products not for resale from out-of-state vendors? If yes, do you pay use tax? Y N Unsure. Please advise.

**About contractors and employees.**

- Y N Does the company use independent contractors? Y N Unsure.  
If yes, do you have current W-9s and proof of worker's compensation coverage for your contractors? Y N Unsure. If yes, who prepares your 1099s?
- Y N Does the company have employees who are owners or immediate family members of owners?
- Y N Does the company have employees who are **not** owners or immediate family members of owners?
- Y N If the company has employees, do you have current I-9s and W-4s on file for each employee?
- Y N If the company has employees, do you have worker's compensation insurance?
- Y N If the company has employees, do you use a payroll service, such as Paychex or ADP? If not, who prepares your new hire reports, payroll tax reports and W-2s?
- Y N If the company has employees, are you paying your payroll taxes on time?

**About retirement plans.**

- Y N Will the company make an **elective** retirement plan contribution this year (SEP or SARSEP)?  
If so, how much? \$ \_\_\_\_\_ or \_\_\_\_\_% or Depends on tax savings.
- Y N Will the company make an **required** retirement plan contribution this year (SIMPLE or 401(k))? If so, how much? \$ \_\_\_\_\_ or \_\_\_\_\_%.
- Y N Does the company have employees who are not eligible to participate in the retirement plan?  
If so, who, and for what reason?
- Y N Have the terms of your retirement plan changed during the last year? If so, please provide us with a copy of the new plan document.
- Y N Has the company sent in all **employee deferrals** on time?
- Y N Has the company sent in all **employer contributions** on time?

**About the company's income and deductions.**

- Y N Do you expect a large fluctuation in the company's income or deductions next year?
- Y N Did the company receive funds from any legal proceedings during the year?
- Y N Was the company involved in any bartering or trading of services?
- Y N Did the company realize a gain or loss because of damaged or stolen property?
- Y N Did the company have any debts canceled or forgiven?

If you keep your books in QuickBooks, Peachtree, or another computerized program, please provide us with a backup of your company file once you have received and reconciled your bank statement that covers December 31, and once you've made all the adjustments you plan to make to the books. If you use Quicken, please send us your data file (probably called QDATA.qdf), rather than a backup made from within Quicken. CD, USB/flash/thumb drives, or e-mail are preferred.

If you provide us with summary information and are not sure what information we need, please call.