

2021 BUSINESS TAX QUESTIONNAIRE

Please answer each question as accurately as possible. The information you provide will help ensure the accuracy of your tax returns (reducing the likelihood of audits, interest, and penalties), and will assist in ensuring that you receive all deductions for which you are qualified (saving you money).

Company Name

Federal ID Number

Company's Current Address (to be used on tax return)

Your Name

Phone #

Email Address

TAX COMPLIANCE MATTERS

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> | <u>NOT
SURE</u> |
|--|------------|-----------|------------|---------------------|
| 1. Have all required W-3's, W-2's and 1099's been issued/filed? | _____ | _____ | _____ | _____ |
| 2. Did you maintain mileage logs for all vehicles used for business purposes? (Please provide totals) | _____ | _____ | _____ | _____ |
| 3. Do you have records to support business purpose for meals and travel claimed (including receipts)? | _____ | _____ | _____ | _____ |
| 4. Do you maintain records to support business purpose for expense reimbursements made to shareholders/members and employees (including receipts)? | _____ | _____ | _____ | _____ |
| 5. Do you have documentation to support all charitable contributions of \$250 or more? | _____ | _____ | _____ | _____ |
| 6. Do you have an EFTPS, IL MyTax, or other online tax account? (please provide logins/passwords so we may clarify any issues) | _____ | _____ | _____ | _____ |
| 7. Do you have any overdue payroll, sales, or business property taxes? (please provide details on balance at 12/31) | _____ | _____ | _____ | _____ |
| 8. Did your business have foreign income or a foreign bank account? | _____ | _____ | _____ | _____ |
| 9. If your employees receive tips, were those tips reported as wages? | _____ | _____ | _____ | _____ |
| 10. Did your business continue to pay wages to an armed service member while away on active duty during the year? | _____ | _____ | _____ | _____ |
| 11. Did your business pay or incur any expenses to provide access to persons with disabilities? | _____ | _____ | _____ | _____ |
| 12. Did you apply for and receive any PPP money under The CARES Act? (provide documentation) | _____ | _____ | _____ | _____ |
| 13. Did you apply for forgiveness of any PPP money received? | _____ | _____ | _____ | _____ |
| 14. Did you receive confirmation from SBA that your loan was forgiven? (please provide a copy of notification) | _____ | _____ | _____ | _____ |
| 15. Did you receive an EIDL loan from SBA? (Please provide paperwork and repayment info) | _____ | _____ | _____ | _____ |

<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>NOT SURE</u>
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TAX COMPLIANCE MATTERS (cont'd)

16. Did your business receive financial assistance funds from any other source? (please provide details and amounts) _____
17. Did you buy fuel to operate business equipment or off-road vehicles? (please provide total gallons used) _____
18. Did your company offer an employee pension plan this year? If so, will you do a profit sharing contribution? Y / N _____
- 19.. Did your business offer health insurance benefits to employees who are not owners or owners' family members? _____
20. Are there any other credits or deductions related to your industry for which you feel you may qualify? _____
21. Did you have any employees off work due to the COVID virus? If so do you have documentation for their absence? _____
22. Please list all shareholders/partners/officers in your business, the office they hold and the approximate number of hours each works in the business each year:

OTHER INFO IMPACTING TAX PREPARATION

23. Did you receive any letters or tax notices from the IRS or other tax authorities that we do not already have copies of? _____
24. Did your business experience any of the following situations this year:
- a.) change or add states where it operates or makes sales? _____
 - b.) operate or make sales in St. Louis City? _____
 - c.) buy or sell a business or a business segment? _____
 - d.) engage in any new activities? _____
 - e.) incur any theft or casualty losses during the year? _____
 - f.) retire or sell any assets currently listed on the depreciation schedule? (Please explain) _____
 - g.) buy any single assets over \$250? (Please provide a list including dates purchased and amounts) _____
 - h.) engage in any bartering/trading of goods or services during the year? _____
 - i.) receive any debt forgiveness? (Other than PPP) _____

<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>NOT SURE</u>
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OTHER INFO IMPACTING TAX PREPARATION (cont'd)

25. Did your business experience any of the following situations this year (cont'd):

- j.) Have any uncollectable accounts? _____
- k.) Refinance or restructure any outstanding debt? _____
- l.) Have major repairs performed on equipment, property, or leased facilities? _____
- m.) Loan money to or receive loans from officers, members, or shareholders? _____
- n.) Pay life insurance premiums for officers or employees? _____
- o.) Owner or ownership % changes? _____
- p.) Officer/director appointment changes? _____
- q.) Any other matters we should be aware of? _____

Please make sure you provide us with the following:

- 1.) Copies of W-3, W-2, and 1099's (if our firm did not prepare them)
- 2.) Login/passwords for your EFTPS, IL MyTax, and any other online tax accounts so we can easily clarify issues (please provide even if you believe we have it -- sometimes the info we have is out-of-date)
- 3.) Quickbooks login, password, **and version** for your backup file.
- 4.) Loan, line-of-credit, and credit card statements as-of 12/31 and interest/activity for the year
- 5.) Invoices for single-item business purchases over \$250 (vehicles, equipment, furniture/fixtures, improvements, etc.)
- 6.) If your business operates in multiple states, provide a breakdown of sales and wages by location
- 7.) Monthly statements for all bank accounts

I have compiled the information provided and answers contained in this document. I certify that the information is complete and truthfully reflects my business operations for the 2020 tax year.

Officer signature

Date