

Business Name _____

Please answer all the following questions. If you are unsure of the answer to a question, select "yes." Please submit details for any question answered "yes."

BUSINESS INFORMATION:	
1. Were there any significant changes or transactions during the year, such as name, address, or ownership? If yes, please provide details _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you expect any significant changes or transactions in the next tax year that will impact the business? If yes, please provide details. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Did the business hire any new employees during this tax year? If yes, please provide details. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the business employ any of the owners' children? If yes, please provide details. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Did the business engage in any bartering activity during the year? If yes, please provide details. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Did the business purchase life insurance for any owners, partners, or employees? If yes, please provide details. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Did the business provide owners or employees with any fringe benefits such as accident and health insurance, adoption or educational assistance, employer-provided vehicles, qualified transportation (such as bus or transit passes), etc.? If yes, please provide details. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Did the business operate, have a physical presence, or transact sales in more than one state? If yes, please provide details. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Did the business have any foreign income or pay any foreign taxes? If yes, please provide details. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>10. Did the business have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>11. Did the business make any energy efficient improvements to commercial building property during the tax year? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>12. Did the business have any debts cancelled or forgiven, or did anyone owe the business money which has become uncollectible? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>13. Was the business notified or audited by the Internal Revenue Service or a state taxing agency? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>14. Did the business have any property, operations or books and records in a presidentially declared disaster area during the tax year? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>15. Did the business purchase or dispose of (due to sale or damage) any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any business assets to personal use? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>16. Does the business have a sales and use tax permit?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>17. Did the business make any purchases where no sales tax was paid? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>18. Did the business receive any federal, state, or local tax credits? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>19. Did your business make charitable contributions of food, books to public schools, or computers for educational purposes? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>20. Does the business have a retirement plan for the owners and employees? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>21. If the business has a retirement plan or solo 401(k), and you do not have a third-party administrator of the plan to ensure you are complying with Form 5500 filing requirements, would you like our help in determining your filing requirements?</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

<p>22. Did the business properly account for personal use of business autos by owners and employees?</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>23. Did the business maintain mileage logs for business owned vehicles and/or require employees to provide mileage logs to support their requests for expense reimbursements? Mileage logs are required to substantiate business/ work related use of vehicles. Estimates are not allowed.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>24. Does the business substantiate with adequate records all expenses for meals, entertainment, gifts, and travel? Adequate substantiation is required for these expenses. Estimates are not allowed.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>25. Have all required information returns, such as IRS form 1099-NEC, been filed for this tax year? Total annual payments made via cash or check of \$600 or more to all independent contractors and unincorporated vendors may need such forms. Payments made via credit card are excluded. Significant penalties may apply for not issuing required information returns including Form 1099's or misclassifying employees as independent contractors. We will not be responsible for advising you with respect to independent contractor status as part of our services. If you have any questions regarding the classification of employees versus independent contractors, we strongly encourage you to consult with legal counsel experienced in employment practice matters.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>26. Did your business entity make any IRS or state estimated tax payments? If yes, please provide the amounts paid and the date each payment was made.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>27. At any time during 2023, did the business: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, gift, make payment for property or services or otherwise dispose of a digital asset (or financial interest in a digital asset)? If yes, please provide the details. A digital asset is any virtual currency of value that functions as a medium of exchange, a unit of account and/or a store of value. Cryptocurrency, such as Bitcoin, is an example of a digital asset. The sale or exchange or the use of digital assets to pay for goods or services, or holding digital assets as an investment, may have tax consequences that could result in tax liability.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>28. Did the business receive Paycheck Protection Program (PPP) funds related to the COVID-19 pandemic? If yes, please provide details of the amount of funds received if the forgiveness has not been captured on a prior year tax return.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>29. Did the business receive any cash payments (excluding checks) of more than \$10,000 in the current year in one transaction or two or more related transactions? If yes, please provide details.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>30. If you answered yes to question #33 above, was Form 8300, <i>Report of Cash Payments over \$10,000 Received in Trade or Business</i>, filed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>31. Did the business ever claim an employee retention credit (ERC)? If yes, please provide details and amended payroll tax returns, if applicable.</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>32. Did you reconcile all business bank accounts and credit cards, reconcile payroll tax returns with the financials, and review your financial statements or records to ensure they appear reasonable and complete? If no, please do this prior to providing us with your financial statements or records. Provide copies of all federal and state payroll tax reports filed including Forms W-2/W-3, 940 and 941, or provide us access to your payroll processor.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>33. If your business is a corporation, partnership, or LLC, have you filed all required federal, state or local annual statements or any similar required forms?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>34. Does the business pay any elective passthrough entity tax in any state during the year? If yes, please provide details.</p> <hr/>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>35. Has the business previously filed an unclaimed property Holder Remit Report with the California State Controller's Office (only for California businesses)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

Additional questions or comments:

REQUIRED SIGNATURE BY BUSINESS OWNER OR AUTHORIZED REPRESENTATIVE:

YOUR NAME

YOUR SIGNATURE

DATE

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