

Our goal is to prepare the best tax return with the least amount effort on you part. We do this best when clients fill out this worksheet and bring it with their well organized tax information.

Business Full Name \_\_\_\_\_ Email address \_\_\_\_\_  
 Tax Matters Person \_\_\_\_\_ Best Phone \_\_\_\_\_

How would you like to sign and receive your signature documents/tax return? (Check one) *We do NOT email any sensitive documents.*  
 E-Sign/Portal Only (you will **NOT** receive a hard copy of return)      OR       Mail Only

Please answer the following questions for tax year 2020 <u>and</u> what your expectations are for tax year 2021.	2020 Y / N	2021 Y / N	Office Use Only
Did or will your business or any partners or shareholders change names or address? <b>If yes, attach a statement detailing the changes.</b>			
Did or will any partner/shareholder have a change in ownership or profit percentage by buying / selling shifting ownership? <b>If yes, attach a statement detailing the changes.</b>			
Are there or will there be any new partners or shareholders? <b>If yes, attach a statement detailing the changes.</b>			
Was any shareholder of the business a disregarded entity (LLC), a trust, an estate, or a nominee or similar person?			
Did this business own 20% or more of another business?			
Was the business income below \$250,000 and value of assets both below \$250,000 for the year.			
Did the corporation make any payments in 2020 that would require it to file Form(s) 1099?			
Is your business publicly traded?			

**Documents and other information to gather (feel free to use the worksheet on page 3 if needed)**

- I. Summary and detail of Income and expenses. (You may skip this step if we do your bookkeeping :-).
- A. Tips for all clients in preparing your reports
  - i. Any travel expenses **must separate out food, meals or entertainment** from other travel expense. Entertainment is no longer deductible.
  - ii. We recommend having one category for business meals locally, and another for meals when traveling for business away from home overnight.
  - iii. Be sure your insurances are broken out by type (Vehicle vs Liability vs Workman's comp, Health etc.)
  - iv. Personal expenses should not be put on business cards/accounts. If it happens by accident categorize it as a draw or distribution to that owner.
- B. If you use a bookkeeper or bookkeeping software:
  - i. The reports we need are called the statement of cash flow if using Quicken, the Profit/Loss statement if using Quick Books or the Income statement if using Xero.
  - ii. We need a condensed version showing only the totals of each category, and a detail version showing each transaction summarized by category. If your unsure you have the right report, send us a PDF copy in advance and we'll let you know.



Corporation / Partnership Summary Worksheet

Bank Accounts and Loans Summary

Account / Loan Name	Account type (Circle One)	Yr End Balance	Interest pd or received	Notes
	Bank Acct / CC / Loan			
	Bank Acct / CC / Loan			
	Bank Acct / CC / Loan			
	Bank Acct / CC / Loan			
	Bank Acct / CC / Loan			
	Bank Acct / CC / Loan			

Expenses paid by shareholder/partner, not yet reimbursed but will be reimbursed and Contributions / Distributions

	Person:	Person:	Person:	Person:	Person:
Miles x ¢/mi					
Cellphone x %					
Internet x %					
OIH x % - Utilities, - R&M - Ins - Other					
Other _____					
Other _____					
Contributions \$					
Distributions \$					

Insurances Breakout:

Liability:		Trailer:		Life Ins:	
Workman's comp:		Employee Health:		Other _____:	
Vehicle:		Owner Health:		Other _____:	

Assets bought sold or removed from service:

Asset Description	bought/sold or ??????	Date	Amount	Notes

Other notes: