

**BUSINESS TAX CLIENTS – FOR SELF-EMPLOYED BUSINESS OWNERS ONLY**

**❖ PLEASE ANSWER ALL APPLICABLE QUESTIONS AND PROVIDE THE REQUESTED DOCUMENTATION.**

**QUESTIONNAIRE:**

1. If you use QuickBooks, please list Version: \_\_\_\_\_ and Year: \_\_\_\_\_
2. If you use accounting software, and it is password protected, please provide the following;  
User ID: \_\_\_\_\_ Password: \_\_\_\_\_
3. List Business mileage for the tax year being prepared: \_\_\_\_\_  
Please list Total mileage for the tax year being prepared (this includes business and personal mileage): \_\_\_\_\_  
Make and Model of the Vehicle used for business:  
\_\_\_\_\_
4. If applicable, list ending Inventory amount for the tax year being prepared:  
\_\_\_\_\_
5. List Assets over **\$250** that were added during the tax year being prepared (Description, Amount and Date): We also need to know if any of the assets were **used vs. new** when acquired:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. List Assets **disposed** of during that tax year (Description, Amount and Date):  
\_\_\_\_\_  
\_\_\_\_\_
7. List any personal assets that were converted to business during that tax year:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE REVIEW YOUR FINANCIAL RECORDS PRIOR TO SUBMISSION TO US. ADDITIONAL TIME SPENT BY KRUGER & CLARY CLEANING YOUR BOOKS WILL RESULT IN ADDITIONAL ACCOUNTING FEES.**

**PLEASE REVIEW THE CHECKLIST BELOW AND SUPPLY ALL APPLICABLE DOCUMENTATION.**

This is not all inclusive. Let us know of any additional information that pertains to your tax return.

**CONTINUED ON NEXT PAGE**

## CHECKLIST:

- Accountants Review copy of your QuickBooks files from the beginning of the tax year through the end of the tax year being prepared, if applicable or back-up of Peachtree File.
- The December Bank Statements for any business bank accounts. Please note that all bank reconciliations should be done before creating the back-up or accountant's review copy. If there are any old outstanding checks or deposits, please void if applicable or determine the reason they have not been cleared. For old outstanding checks or deposits that are not to be voided, please give us an explanation.
- Print out Accounts Receivable. Please review and verify the information for accuracy. If any outstanding invoices need to be written off, and you need assistance, please let us know which customer and the amount.
- Print out of Accounts Payable and alert us to any inaccurate numbers.
- Credit card statements for December and January of the following year.
- **All year-end payroll reports including 4<sup>th</sup> quarter 941, UTR State Unemployment, DR-1093 State Withholding, Annual 940, W-2's, W-3, 1099's, 1096, DR-1094.**
- Copies of any 1099's prepared by the company or received by the company.
- December sales tax reports (due January 20<sup>th</sup> of the following year).
- Blank Personal Property Declaration Statement received from the County.
- Year-end statements for **all Loans**. If the statements do not include the amount of interest paid in that tax year, we will need the applicable forms and/or **amounts of interest**. The year-end statement should show the **ending balance and interest** of the loan in that year. Also, please inform us if you use funds from personal loans for your business and/or make payments toward your personal loan from business funds.
- Receipts for charitable donations.
- Any business expenses paid personally that have not been entered in your accounting software.

This is not all inclusive. Let us know of any additional information that pertains to your tax return.