

2015 YEAR-END BUSINESS QUESTIONNAIRE

In an effort to process your tax returns in a more efficient manner, we ask that you complete the questionnaire below and provide us with all of the items that pertain to your corporation this year when you send us your QB file or come in for your year-end tax interview with Ben.

****PLEASE RETURN THIS FORM TO SBG WITH YOUR TAX INFORMATION by 2/26/16****

1 - Do you use QuickBooks? YES NO

If Yes, please provide us with a **current backup of your QB file with ALL cash accounts reconciled through your FYE**, AND a copy of your bank statement(s) for the last month of your FYE.

If No, do you use the SBG Manual Streamliner? YES NO

If yes, please finish up for the year & bring it in.

If No, what do you use? Excel Spreadsheet Other: _____

Please provide us a copy of your bookkeeping records reconciled through your FYE.

2 - Did you purchase any assets in 2015? YES NO

If Yes, please provide the invoices, bills of sale and loan information.

3 - Did you sell or dispose of any assets in 2015? YES NO

If Yes, please provide us with the details on the sale and the date the asset was taken out of service.

4 - Does your business have any loans? YES NO

If Yes, please provide copies of **ALL** year-end statements to indicate the loan balance(s) as of your FYE.

5 - Does your business use credit cards? YES NO

If Yes, please be sure **ALL** credit card accounts are reconciled through your FYE **AND** provide us with copies of the statements for the month of your FYE and the following month.

6 - Do you have payroll? YES NO

If Yes & SBG does NOT prepare your quarterly payroll reports, please provide us with the year end payroll reports (Form 940 & 4th Qtr RT-6 Form), officer's W-2's and Form W-3.

7 - Do you collect/pay Sales Tax? YES NO

If Yes, please provide us with a copy of your sales tax coupon or e-file printout for your FYE.

8 - Does your business own any vehicles? YES NOIf No, what were the total **business** miles driven in your personally owned vehicle? _____ miles (exclude commuting miles)**9 - Did you have any Inventory for 2015?** YES NO

If Yes, what was the inventory balance as of your FYE? \$ _____

10- Do you have outstanding Accounts Receivables for 2015? YES NO

If Yes, what was the A/R balance as of your FYE? \$ _____

11- Do you have Accounts Payable for 2015? YES NO

If Yes, what was the A/P balance as of your FYE? \$ _____

12- Do you provide Employee Advances? YES NO

If Yes, what is the outstanding amount as of your FYE? \$ _____

13- Do you pay the health insurance premiums for any of your employees? YES NO*For clients in the Construction, Manufacturing or Engineering fields:***14- Did your business provide products or services for new construction contracts?** YES NOIf Yes, what percentage of your gross income was derived from this **new** construction? _____%

I confirm all of the above information to be true and correct to the best of my belief and knowledge.

Signature: _____

Date: _____