

YEAR-END BUSINESS QUESTIONNAIRE

In an effort to process your tax returns more efficiently, we ask that you complete the questionnaire below and provide us with all documentation that pertains to your company this year.

****PLEASE RETURN THIS FORM TO SBG WITH YOUR TAX INFORMATION AS SOON AS POSSIBLE BUT NO LATER THAN 2/15/19****

1 – Are you licensed/registered to do business in other states besides Florida? If yes, please provide the states and your license/registration number on a separate piece of paper. YES NO

2 - 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 provide us with the Streamliner reconciled through your FYE.

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

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

3 - Did you purchase any assets in the current year over \$2,500? YES NO

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

**4 - Did you sell or dispose of any assets in the current year?
(See attached Federal Asset Report)** YES NO

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

5 - 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.

6 - Does your business use credit cards to purchase goods/services? 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.

7 - Do you collect/pay Sales Tax? In what states? _____ YES NO

If Yes, please provide us with a copy of your sales tax coupon and all December filings.



SMALL BUSINESS GROUP

Company Name _____ Client # _____

8 - Do you have payroll / 1099's? YES NO

If Yes & SBG does NOT prepare your quarterly payroll reports, please provide us with all quarterly and annual filings (listed below):

940	W-2
941 4 Quarters	W3
RT-6 4 Quarters	1099

9 - Does your business own any vehicles? YES NO

If No, what were the total **business** miles driven in your personally owned vehicle? _____ miles (exclude commuting miles)

10 - Did you have any Inventory for the current year? YES NO

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

11- Do you have outstanding Accounts Receivables for the current year? YES NO

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

12- Do you have Accounts Payable for the current year? YES NO

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

13- Do you provide Employee Advances? YES NO

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

14- Do you pay the health insurance premiums for any of your employees? YES NO

If Yes, please provide spreadsheets of how much paid for each employee and How much was paid by each employee.

15- If you are a new client, please provide to us IRS Form SS-4 for our records(S-Corp Notification from IRS).

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

Signature: _____ Date: _____