

# THE TAX PLACE

## CLIENT INFORMATION - BUSINESS

LEGAL BUSINESS NAME \_\_\_\_\_ DATE INCORPORATED: \_\_\_\_\_

EIN \_\_\_\_\_ TYPE OF ENTITY:  SOLE PROP  PARTNERSHIP  LLC  S-CORP  CORP  NON-PROFIT

TYPE OF BUSINESS \_\_\_\_\_ ACCOUNTING METHOD:  CASH  ACCRUAL

STATE OF INCORPORATION \_\_\_\_\_ STATE TAX ID # \_\_\_\_\_ DO YOU SELL:  PRODUCTS  SERVICES

ADDRESS \_\_\_\_\_ SUITE # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

MAIN CONTACT NAME \_\_\_\_\_ CONTACT EMAIL \_\_\_\_\_

OWNER(S)	ADDRESS	TITLE	SSN	% OWNERSHIP

### GROSS RECEIPTS

DID YOU RECEIVE ANY OF THE FOLLOWING DOCUMENTS:  1099-MISC  1099-K  K-1  OTHER: \_\_\_\_\_

DO YOU HAVE ANY OTHER INCOME NOT REPORTED ON THE ABOVE FORMS?  YES  NO

IF YES, PLEASE LIST YOUR GROSS RECEIPTS: \_\_\_\_\_ DO YOU HAVE WRITTEN DOCUMENTATION:  YES  NO

HOW DO YOU DETERMINE YOUR GROSS RECEIPTS? \_\_\_\_\_

### EMPLOYEE / CONTRACTOR INFORMATION

DID YOU PAY ANYONE TO WORK FOR YOU?  YES  NO ~~IF~~ IF YES, DID YOU ISSUE:  W-2  1099-MISC

### VEHICLE INFORMATION - DRIVING TO AND FROM WORK IS CONSIDERED COMMUTING AND GENERALLY IS NOT DEDUCTIBLE.

DID YOU USE YOUR VEHICLE FOR BUSINESS PURPOSES?  YES  NO ~~IF~~ YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

PURCHASE PRICE \_\_\_\_\_ PURCHASE DATE \_\_\_\_\_ DATE PLACED IN SERVICE \_\_\_\_\_  STANDARD MILEAGE  ACTUAL EXPENSES

LAST YEAR'S MILES: TOTAL \_\_\_\_\_ BUSINESS \_\_\_\_\_ COMMUTING \_\_\_\_\_ PERSONAL \_\_\_\_\_

WAS THE VEHICLE AVAILABLE FOR PERSONAL USE DURING OFF-DUTY HOURS?  YES  NO

WAS ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE?  YES  NO

DO YOU HAVE WRITTEN DOCUMENTATION, SUCH AS A LOG BOOK, TO SUPPORT YOUR MILEAGE AND VEHICLE EXPENSES?  YES  NO

### INVENTORY INFORMATION

DID YOU HAVE INVENTORY?  YES  NO - IF YES, CONTINUE BELOW:

WHAT WAS LAST TAX YEAR'S ENDING INVENTORY AMOUNT? \_\_\_\_\_ ~~IF~~ THIS YEAR'S ENDING INVENTORY: \_\_\_\_\_

TOTAL PURCHASES FOR THIS YEAR \_\_\_\_\_ PURCHASES USED FOR PERSONAL USE \_\_\_\_\_ COST OF LABOR \_\_\_\_\_

**SUMMARY OF EXPENSES** – IF YOU ARE PROVIDING A P&L OR SPREADSHEET, CHECK HERE AND CONTINUE TO THE NEXT SECTION.

ACCOUNTING _____	OFFICE SUPPLIES _____
ADVERTISING _____	POSTAGE _____
CONTINUING EDUCATION _____	PROPERTY RENT _____
CONTRACT LABOR _____	BUSINESS TRAVEL _____
BANK CHARGES _____	BUSINESS MEALS _____
INTEREST EXPENSES _____	PARKING & TOLLS _____
CREDIT PROCESSING FEES _____	TAXES – PAYROLL _____
LEGAL & PROFESSIONAL FEES _____	TAXES – PROPERTY _____
DUES AND SUBSCRIPTIONS _____	TAXES – OTHER _____
LICENSES, PERMITS & FEES _____	UTILITIES – GAS _____
INSURANCE _____	UTILITIES – ELECTRIC _____
OUTSIDE SERVICES _____	UTILITIES – TELEPHONE _____
CLEANING / JANITORIAL _____	UTILITIES – INTERNET _____
UNIFORMS _____	UTILITIES – SECURITY _____
REPAIRS AND MAINT. (NON-AUTO) _____	UTILITIES – OTHER _____
EQUIPMENT RENTAL _____	SMALL TOOLS _____
_____	_____

**FIXED ASSETS**

DID YOU PURCHASE ANY FIXED ASSETS THIS YEAR?  YES  NO – IF YES, CONTINUE BELOW:

ITEM	DATE PLACED IN SERVICE	COST OR BASIS	% OF BUSINESS USE	ITEM	DATE PLACED IN SERVICE	COST OR BASIS	% OF BUSINESS USE

DID YOU SELL OR DISPOSE OF ANY FIXED ASSETS THIS YEAR?  YES  NO – IF YES, CONTINUE BELOW:

ITEM	DATE SOLD / DISPOSED OF	SALES PRICE	SALES EXPENSES	ITEM	DATE SOLD / DISPOSED OF	SALES PRICE	SALES EXPENSES

I CERTIFY THAT I AM THE REGISTERED AGENT FOR THE ABOVE COMPANY AND WOULD LIKE THE COMPANY AND/OR MY PERSONAL TAXES PREPARED ACCORDING TO THE INFORMATION SUPPLIED ABOVE. ALL INFORMATION IS TRUE AND CORRECT AND I TAKE FULL RESPONSIBILITY FOR THE INFORMATION PROVIDED AND THE FINAL PRODUCT AS I DIRECT IT TO BE FILED.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_