

## YEAR-END INCOME TAX DATA --BUSINESS ONLY --

Business Name \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Completion of all relevant data on this form is required prior to closing your business books, which will directly affect your income tax return. This form **MUST BE ACCURATE, SIGNED and RETURNED** to us **WITHIN FIFTEEN DAYS AFTER YOUR YEAR ENDING** \_\_\_\_\_ to ensure the proper and timely preparation of your income tax return.

**PLEASE NOTE:** WE WILL NOT BE ABLE TO CLOSE THE BOOKS OF YOUR BUSINESS OR COMPLETE YOUR INCOME TAX RETURN WITHOUT THIS **SIGNED** DATA SHEET.

If we may be of assistance to you when preparing this form, please do not hesitate to call on us.

### Business Accounts Only

1.
  - a. Actual Cash on Hand (Do not include any cash in bank.) \$ \_\_\_\_\_
  - b. Savings Account Balance at Year End (Please send a copy of bank statement.) \$ \_\_\_\_\_
  - c. Money Market Fund Balance at Year End (Please send statement.) \$ \_\_\_\_\_
  - d. Officer – Life Insurance – Cash Surrender Value \$ \_\_\_\_\_
  - e. Investments Held in the Business Name (i.e.. Money Mkt. Funds, Certificates of Deposit, Treasury Bills, Commercial Paper, etc.) – Send Broker Statements. \$ \_\_\_\_\_
2. Do you feel that your expenditures for sales, travel and entertainment expenses are properly substantiated: i.e., Date, Name, Amount, Place, and Business Purpose?     Yes     No
3. INVENTORY OF MERCHANDISE HELD FOR RESALE (Do not include equipment or operating supplies to be used within your business.)
  - a. Inventory must be taken in a manner consistent with method used in previous years.
  - b. Inventory must be taken at year-end.

**Inventory Valued at (Actual Cost)** \_\_\_\_\_

**Inventory Taken From Business for Personal Use (Actual Cost)** \_\_\_\_\_

4. INSURANCE
  - a. Premiums paid by business for owner's life insurance
    - i. To whom paid \_\_\_\_\_
  - b. Premiums paid by business for owner's medical insurance
    - i. To whom paid \_\_\_\_\_
  - c. Premiums paid by business for owner's auto insurance
    - i. To whom paid \_\_\_\_\_

# ACCOUNTS RECEIVABLE

(Before Bad Debts)

\$ \_\_\_\_\_

5. Less Uncollectible Customer Bad Debts to be charged off this year

Name	How old is Amount Owing?	Amount

(Attach additional list if necessary)

Less Total Bad Debts

\$ \_\_\_\_\_

Net Collectible Accounts Receivable Year End, After Bad Debts

\$ \_\_\_\_\_

(Your detail must agree with amount shown)

## FIXED ASSET QUESTIONS

(Furniture, fixtures, equipment, vehicles, etc. If yes, please provide detailed information)

6.

- a. Were any fixed assets scrapped and/or stolen during the year?  Yes  No
- b. Were any fixed assets traded during the year?  Yes  No
- c. Did you purchase any fixed assets during the year with personal funds?  Yes  No
- d. Were any fixed assets sold during the year with the money not deposited into your checking account?  Yes  No
- e. Did you make any business expenditures during the year that were not reimbursed to you by the business?  Yes  No

If "YES" to any question, please describe:

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## NOTES, CONTRACTS, LOANS AND MORTGAGES PAYABLE

7.

Owed to Whom?	For What?	Original Amount Borrowed	Total No. Payments	Payments Left	Monthly Payment Amount	Balance of Note as of Year End

(Attach additional list if necessary)

Are there any loans to you or from you, in the amount of \$10,000 or more, that are interest free?  Yes  No

If "YES," what was the date of the loan \_\_\_\_\_ and the amount of the loan \$ \_\_\_\_\_ ?

# ACCOUNTS PAYABLE

(Bills the business owes as of year-end)

PERTAINS TO BUSINESS ONLY --- NOT PERSONAL

**(Do Not Show Payroll Taxes, Sales Taxes, or Loan Balances Here)**

Owed to Whom?	Account Code	Description (Mdse., Supplies, Trk., Exp., Etc.)	\$ Amount
			\$

(Attach additional list if necessary)

## BUSINESS OFFICE IN HOME

8. If you wish to claim an office in home, please complete the following:
- a. Have you paid any home expenses through your business?  Yes  No  
If so, please advise which expenses.
  - b. Is there a separate area in the home that is used exclusively for business?  Yes  No  
If "YES," please complete below. If "NO," please contact your accountant.

Costs of using and maintaining home:

Total square footage of home _____	Utilities _____
Square footage used for business _____	Insurance _____
Basis of home (cost plus improvements) _____	Maintenance _____
FMV of home when you started using for business _____	Other _____

Did you make any business expenditures during the year, either by personal check or cash which were not reimbursed to you by the business?  Yes  No If "YES," please furnish details.

## QUESTIONS REGARDING USE OF AUTOMOBILES

Do you have a company car on your books?

Yes    No

**IF "YES," THESE QUESTIONS MUST BE ANSWERED:**

### Information Regarding Use of Vehicles

Describe vehicle										
Total business miles driven during the year										
Total commuting miles driven during the year										
Total other personal miles (non-commuting) miles driven										
Total miles driven the year										
	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
Was the vehicle available for personal use during off-duty hours?										
Was the vehicle used primarily by a more than 5% owner or related person?										
Is another vehicle available for personal use?										

***To Be Completed by Employers Who Provide Vehicles for Use by Employees:***                      **Yes   No**

Do you maintain a written policy statement, meeting the conditions described by IRS, which prohibits all personal use of vehicles, including commuting, by your employees?		
Do you maintain a written policy statement, meeting the conditions described by IRS, which prohibits personal use of vehicles, except commuting, by your employees? If "YES," you must complete items 1 through 7: (a) only for those vehicles furnished to "disqualified persons" even if they are covered by the statement; and (b) for all vehicles not covered by the statement.		
Do you provide more than five vehicles to your employees, or treat all use of vehicles by employees as personal use?		
Do you have evidence, for all the listed property above, to support the business use percentage claimed?		
Is the evidence written?		

### CORPORATION USE ONLY

Current Officers	Name	Address	% Stock Owned
President			
Vice President			
Secretary			
Treasurer			

**DECLARATION:** I HAVE REVIEWED THE INFORMATION GIVEN ON THIS FORM AND TO THE BEST OF MY KNOWLEDGE IT IS TRUE, CORRECT, COMPLETE AND IT IS READY FOR YOUR PREPARATION OF MY INCOME TAX RETURN. I ACKNOWLEDGE THAT I HAVE MAINTAINED ADEQUATE DOCUMENTATION TO SUBSTANTIATE ALL DEDUCTIONS THAT I HAVE CLAIMED.

**NOTE: PLEASE DO NOT FORGET YOUR SIGNATURE**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_