

Business Questionnaire

The key to good representation is a thorough understanding of your Business situation. Some of these questions may seem very personal or intrusive, but they are all necessary.

Today's Date: _____/_____/_____
Taxpayer Name: _____
Date business Started: _____/_____/_____
FEIN: _____-_____
Business Name: _____
Business Address: _____
Business Phone: _____-_____-_____
Email: _____@_____.

1. Brief description of what your business does. Include anything unusual about your business.

2. Number of employees? (F/T and/or P/T) _____
3. Who are the primary suppliers? _____
4. Who are the primary customers? _____
5. Who keeps the books? _____
6. How do you record income & expenses? If you use software, what program?

7. Are transactions recorded as they occur or summarized periodically? _____
8. How was the total income reported on return derived? (what records were used)

9. Generally how much cash does your business have on hand? _____
10. Where is cash kept and who has access to cash? _____
11. Has your business taken out any loans? Please specify _____
12. Where do you maintain your business bank accounts – Name of financial institution and address:

13. Banking practices

- a. Were business and personal expenses kept separately? _____
- b. Were all business receipts deposited? To which account? If not, how much was not deposited & why?

- c. Do deposits in these accounts represent receipts from sales? If not, explain the details of non-taxable deposits. _____
- d. How do you identify non-taxable deposits? _____
- e. How were the business expenses paid? Cash, Check, or Charge? _____
- f. Who prepares and makes the bank deposits for your business and how often?

- g. Who is authorized for signing checks and withdrawing funds (list all)?

- h. Are all deposits to this account representing taxable income?

- i. Did you cash any checks at check cashing places? _____

14. What forms of payment do you accept? (cash, check, etc.) What is the percentage of each?

15. Any cash transactions over \$10,000 in (Audit Year)? _____

16. Any business transactions between you and someone related to you?

17. How are gross receipts calculated? Especially cash sales?

18. Did you buy or sell any business assets in (Audit Year)?

19. List all owners of the business:

20. Did you utilize a web address in this business? What is/was it?

21. Did you sell any business goods or assets through the web address above? If so, how was payment received (check, cash, PayPal, etc.)? _____

22. Do you withhold payroll taxes? _____

23. Do you sponsor any employee benefit plans? If so, was Form 5500 filed (when)? _____

24. Do you own business location? If not, who do you rent from?

25. Have you or are you required to file employment business return? If not, did you file 1099?

26. Did you trade or exchange goods or services for other goods?
