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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: SSN: Taxpayer's Name **Business Name** Date Started: IRS FEIN: State ID: **Business Address:** Contact Phone #: Email: Website: 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	e do you maintain your business bank accounts – Name of financ	ial institution and address:
	ng practices Were business and personal expenses kept separately?	
u.	were submess and personal expenses kept separatery.	
b.	Were all business receipts deposited? To which account? If not, how much was not deposited & why?	
c.	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 are	nd how often?
g.	Who is authorized for signing checks and withdrawing funds (I	ist 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 ca	ash transactions over \$10,000 in (Audit Year)?	
16. Any b	usiness transactions between you and someone related to you?	
17. How a	are gross receipts calculated? Especially cash sales?	
18. Did yo	ou buy or sell any business assets in (Audit Year)?	
19. List al	l owners of the business:	
Name:		% Owned:

20. Did you sell any business goods or assets through the web address above? If so, how was payment received (check, cash, PayPal, etc.)?
21. Do you withhold payroll taxes?
22. Do you sponsor any employee benefit plans? If so, was Form 5500 filed (when)?
23. 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?
25. Did you trade or exchange goods or services for other goods?
Please explain any other pertinent information:

Please remember to bring a copy of any notices received