

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's Name		SSN:	
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 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:

Name:	% Owned:
Name:	% Owned:
Name:	% Owned:
Name:	% Owned:

