

2023 Tax Questionnaire for _____

Business Name

Contact Information

To ensure we have the most up-to-date information, please fill in your information below.

Phone: _____

Email: _____

Mailing Address: _____

Requested Items

Please provide the following items with your tax data:

- December bank statements for all business bank accounts
- Year-end loan statements for all outstanding business loans
- Year-end credit card statements for all business credit cards
- Loan agreement terms for any new loans starting in 2023, including monthly payment, interest rate, number of payments, etc.
- Purchase information for all new assets acquired in 2023, including purchase date and amount
- A list of all assets that were disposed of in 2023
- *****QuickBooks Desktop users: please provide us with an Accountant's Copy of your data*****

Bookkeeping Items

Have your bank accounts been reconciled as of 12/31/23 in QuickBooks?	Yes	No
Have your credit card accounts been reconciled as of 12/31/23 in QuickBooks?	Yes	No
Do your bank and credit card statements match what is showing in QuickBooks?	Yes	No
Have all prior-year Adjusting Journal Entries been entered into QuickBooks?	Yes	No

Balance Sheet and Loan Information

Did you take out any business loans in 2023?	Yes	No
Did you pay off any business loans in 2023?	Yes	No
Does your balance sheet accurately report your outstanding loan balances?	Yes	No
Does your balance sheet accurately report your year-end cash balances?	Yes	No
Has your company loaned money to any individuals (including employees) or other businesses?	Yes	No

Montana Pass-Through Entity Tax

Did your S corporation or partnership make an estimated tax payment for the Montana PTET in the year 2023?	Yes	No
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Areas of Focus

What specific areas related to your business would you like to focus on in 2024?		
Improving your tax planning for 2024	Yes	No
Reviewing your business performance on a consistent basis to focus on areas of improvement	Yes	No
Improving your financial situation	Yes	No
Other business goals and achievements	Yes	No

Details

Please use the available space below to enter any additional information.