

2020 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
- Purchase information for all new assets acquired in 2020, including purchase date and amount
- A list of all assets that were disposed of in 2020

General

Would you prefer a PDF copy of your tax return available on your client portal or would you prefer a paper copy? PDF Paper Both

Would you like a half-hour exit meeting to discuss your return (a \$120 fee)? Yes No

Did you receive any business assistance related to the CARES Act? This includes loans or other payments from the Paycheck Protection Program, Economic Injury Disaster Loans, etc. Yes No

Balance Sheet and Loan Information

- Did you take out any business loans in 2020? Yes No
- Did you pay off any business loans in 2020? 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

Bookkeeping Items

- Have your bank accounts been reconciled as of 12/31/20 in QuickBooks? Yes No
- Have your credit card accounts been reconciled as of 12/31/20 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

Areas of Focus

- What specific areas related to your business would you like to focus on in 2021?
- Improving your tax planning for 2021 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.