

## 2022 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 2022, including monthly payment, interest rate, number of payments, etc.
- Purchase information for all new assets acquired in 2022, including purchase date and amount
- A list of all assets that were disposed of in 2022
- **\*\*\*QuickBooks Desktop users: please provide us with an Accountant's Copy of your data\*\*\***

### Bookkeeping Items

Have your bank accounts been reconciled as of 12/31/22 in QuickBooks?  Yes  No

Have your credit card accounts been reconciled as of 12/31/22 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 2022?  Yes  No
- Did you pay off any business loans in 2022?  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

### 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

### Areas of Focus

- What specific areas related to your business would you like to focus on in 2023?
- Improving your tax planning for 2023  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.