

BUSINESS NAME: _____

Please complete the following 2 pages, sign and return it to our office. Thank you!

MISCELLANEOUS INFORMATION FOR TAX YEAR 2020

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1) Did your address, email or phone number change in 2020? Please provide updated contact information. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Were there any changes to the business in 2020? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Were there any amendments/changes to the articles of incorporation, bylaws, partnership or operating agreement, certificate of limited partnership, or articles of organization? Please provide documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) Were there any changes in shareholders, partners or business ownership? Please provide additional details. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Does the business have any foreign partners, members or shareholders? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) Does the business employ family members of the shareholders, partners or owners? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7) Were there any changes to the owner capital accounts? Please provide the amount of <u>capital contributed</u> and/or <u>distributed</u> to/from each pertinent account and owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8) Has the business been notified or contacted by the IRS for any tax issue? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9) Will or did the business file all required federal and/or state informational returns (Forms W-2, W-3, 1099, 1096, etc.)? If not prepared by this office, please provide copies of all forms filed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10) Please provide the 12/31 business bank statements for all accounts. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11) Did the business have an interest in or have signing authority on a Foreign Bank Account or Financial Account? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12) During the tax year, did the business have assets in or operate a business outside of the US? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13) Did the business generate revenue in whole within the U.S.? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14) Were there any changes to debt in the current year? Please provide <u>all</u> 12/31 loan statements and any paperwork for new debt acquired. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15) Did the business receive a PPP loan, EIDL loan or grant, or any other COVID related funding? Please provide the details and documentation on all funding if you have not already done so. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16) Did the business have any debt canceled, forgiven, or have the terms of any debt modified? Please provide details and documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17) Does anyone owe the business money which has become uncollectible? Please provide details and documentation. |

INCOME / EXPENSES

YES NO

- 18) Did the business purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use? Please provide each asset's purchase or sale documentation.
- 19) Did the business make any purchases in 2020 that sales tax was not paid on? Sales tax must be paid on all purchases made by the end user, including out-of-state and internet purchases.
- 20) Did the business have charitable contributions for 2020? If yes, be sure and provide all supporting statements and all documentation.
- 21) Did the business earn any tax-exempt income/expenses during the tax year?
- 22) Did the business have any foreign income or pay any foreign taxes (not already included on your investment statements)?
- 23) Did the business have a substantial decrease in revenue (at least 25%) in any one calendar quarter in 2020 compared to the same calendar quarter in 2019?
- 24) Were any corporate estimated tax payments made for this tax year?
- 25) Did the business pay penalties or fines during the tax year?
- 26) Did the business pay any COVID related sick pay or sick leave? Please provide details and documentation.
- 27) Does the business provide medical insurance coverage for employees? Does it cover all employees?
- 28) Does the business pay for and provide medical insurance coverage for owners/officers/partners? Please provide amounts paid for each person.
- 29) Does the business pay or provide any fringe benefits to partners or more than 2% S Corporation shareholders? Please provide details.
- 30) Does the corporation/partnership provide vehicles to employees, shareholders, or partners for personal use? Please provide details.
- 31) Does the business have an accountable reimbursement policy for employee paid expenses? Please provide details.
- 32) Did the business use a home office during the year?
- 33) Do you want to receive your 2020 tax return copy electronically?

Please sign and date below:

Client / Taxpayer

Date