



2023 Annual Questionnaire

- YES / NO Did the business **buy, sell, or trade** any assets this year?
If yes, please provide any paperwork involved.
- YES / NO Do you have any business loans, shareholder loans, equipment loans, or a line of credit?
If yes, please include the month-end statement(s) and loan documents.
- YES / NO Does the business owe **use tax**? Use tax: tax on goods and retail services you use as a consumer which sales tax was not paid.
If yes, please provide any paperwork involved.
- YES / NO Did the business do any interstate or international sales this year?
If yes, please let us know the amount and location of sales.
- YES / NO Does the business have any employees that are residents of or working in a state other than WA?
If yes, please provide details for other states: employee, wages & hours
- YES / NO Did you receive any correspondence from any taxing authority or government agency regarding financial matters this year?
If yes, please provide copies of the correspondence
- YES / NO Do you have current and complete W-4's and I-9's on file for all employees?
If yes, please be sure your software and employee records are up to date.
If no, be sure and get the appropriate documents from your employees ASAP.
- YES / NO Do you have current and complete W-9's on file for each subcontractor?
If yes, please be sure your software and records are up to date.
If no, be sure and get the appropriate documents from subcontractors ASAP.
- YES / NO Have you reviewed and verified your AP, AR, and loan balances for accuracy?
If you have questions, please include documentation.
- YES / NO If your business was eligible for the ERC in a past quarter, did you receive a credit check this year?
If yes, please provide the date and amount received.

The above information is complete and accurate to the best of my knowledge and I have provided all necessary supporting documents.

Signature _____

Date _____