

Business Due Diligence Interview Questions to Protect You as well as Us!

Thank you for completing this detailed questionnaire.
This will help make sure nothing is left off your return.
Please check any lines that apply on both sides of the form.
If you are unsure of a question, circle it and your preparer will discuss it with you.

NAME _____ TAX YEAR _____ 2018 or _____

BUSINESS NAME _____

Please Print

Information – Please circle where appropriate

- Have your address, phone numbers, bank information or email address changed this year? **Y N**
- Have any owners or officers changed? **Y N**
- Business Type: Sole Proprietorship Partnership S Corporation C Corporation Non Profit Trust LLC Rental

Please mark each of the following that applies this year for a business:

Does the Business offer a retirement plan	Buy/sell/exchange real estate	
Does the business participate in HSA accounts for employees	Refinance/Modify a Mortgage	
Does the business offer Cafeteria/section 125/Flexible Spending account options	Received a K1 from a trust, partnership or S Corporation	
Started or sold another business	Install Solar panels	
Offer Medial Insurance to Employees	Use a Home Office	
Cancellation of Debt	Bankruptcy	
Have more than 50 employees	Other _____	

Business – Farm – Rental Property – Complete this section if you have one or more of these

- Is it your intention to take a deduction NOW rather than over time, for purchases with a cost of \$2500 or less this year? **Y N**
- Did you make improvements or repairs to any property, equipment or other assets? **Y N**
(Please provide details if yes) _____
- If you paid anyone who is not a corporation \$600 or more total for the year, or if you paid any amount to any attorneys, you are required to issue each payee a 1099. Did you make payments for which you should issue 1099s? **Y N** If yes, did you in fact issue the 1099s? **Y N**
- Do you have employees? **Y N** If yes, do you properly pay them with taxes withheld? **Y N**
- **Please provide copies of all W2s and the W3 for all employees. This is required for a new business tax deduction called Qualified Business Income Deduction of up to 20% of profit.**
- Do you have deductible business mileage? **Y N** If so, do you have log or other record to support this deduction? **Y N**
- Do you provide vehicles to employees? If so do you have a policy prohibiting personal use, including commute? If not, do you properly add personal use to the employee wages? **Y N**
- How do you keep your business records? Quickbooks (Version____) Other Software Spreadsheets Total expenses Other method: _____
- Do you reconcile your business bank accounts and credit card accounts? **Y N**
- If you have rental properties, do you use a property manager? **Y N**
- Do you track the hours spent on rental activities by yourself or an agent/employee? **Y N**
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- Do you have a business license? **Y N**
- Do you need assistance with payroll, property taxes, bookkeeping, etc. with your business? **Y N**

Special Deduction Information – Indicate which of these you have for this year

Casualty or theft loss of more than 10% of your income	Entertain clients/patients or other work or travel meals? If so, did you keep all record as	
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		required by law?	
Purchase car/truck/van/boat etc		Did you give any gifts greater than \$25 to anyone person?	
If you donated stuff, did you keep good records of the items/amounts?		Did you make donations of more than \$250 at any one time, and if so do you have acknowledgment letters?	
Did you make any noncash contributions such as car, clothing, etc ("stuff")		Make donations of cash or check	

Miscellaneous Information – Mark all that apply for this year:

Buy/Sell online for more than just personal use?		Did you make any estimated tax payments?	
Barter or use Bitcoin?		Did you make any out-of-state purchases for which sales/use tax is due?	
Are you involved in a foreign trust or foreign bank accounts?		Did you receive correspondence from IRS or the State? Did you share this with us?	

Can you support your deductions if you are audited? Y N

To the best of my knowledge, the above statements accurately reflect my transactions for the tax year. I have not withheld any information regarding income, nor will I hold All About Numbers responsible for anything I have not disclosed.

_____ and/or _____
 Taxpayer Spouse

Please provide an accountant’s copy of QuickBooks along with passwords and the version of the data if we do not already have this information. Though we are not auditing your books, we do like to make sure there are no obvious errors that could drastically change the outcome of your return. If you use QuickBooks Online and you have not previously invited us to have accountant privileges in your books, please do so, again, so we can review what we find to protect you in the event of an audit.

If you have rental properties, please provide a breakdown by property of each kind of expense. Maintenance and cleaning are different than repairs and improvements/major changes to the property, and separate again.

Even on rental properties, it is important to issue any 1099s needed to persons such as gardeners, pool services, repair/construction/cleaning persons/services and other to whom you paid more than \$600 total for the entire year combined over all properties. The IRS is fining over \$500 per instance when this is NOT done.

Please also complete our 1099/mileage disclosure form.

Anything else you need to note to us:
