



## 2024 CORPORATE TAX QUESTIONNAIRE

AT A MINIMUM, WE ASK THAT YOU COMPLETE THIS BRIEF TAX QUESTIONNAIRE AND UPLOAD TO OUR SECURED PORTAL NO LATER THAN MAY 1<sup>ST</sup> OR BE SUBJECT TO SURCHARGE. [Secured Portal Link](#)

**REQUIRED – please complete and upload**

<b>CUSTOMER NAME:</b>		
<b>IF ANY OF THE FOLLOWING ITEMS PERTAIN TO YOUR BUSINESS IN 2024 PLEASE CHECK THE APPROPRIATE BOX AND PROVIDE ADDITIONAL INFORMATION IF NECESSARY.</b>		
YES	NO	<b>GENERAL INFORMATION</b>
		Do you have a QuickBooks or other accounting file for your business? <i>If yes, please select one below:</i>  _____ QuickBooks <b>DESKTOP</b> _____ QuickBooks <b>ONLINE</b> _____ Professional Bookkeeper    _____ Other _____
		<b>QuickBooks DESKTOP Users Only:</b> Please use the instructions below to provide us necessary information. Select “Yes” if complete.  <i>Please provide a PDF of the <b>Balance Sheet and Profit and Loss Statement</b> for the tax year (2024). IF YOU ARE A NEW CLIENT we will also need this information for the prior tax year (2023) for comparison. Upload this file to our <a href="#">Secured Client Portal</a></i>  *If your incorporation is new for 2024 you can ignore the request for prior year data.”
		<b>QuickBooks ONLINE Customers or Users ONLY:</b> Have you invited us as your accountant to your QuickBooks Online account? <b>If no, please follow the instructions below:</b> 1. From the home screen, click on the Gear icon in the top right corner and select <b>Manager Users</b> 2. Go to the <b>Accounting Firms</b> tab 3. Enter the following email address <a href="mailto:info@themodelaccountant.com">info@themodelaccountant.com</a> and click the <b>Invite</b> button
		Do you need a paper copy of your tax return? <i>If yes, additional processing &amp; handling fees will apply to your return.</i>
YES	NO	<b>ASSET INFORMATION</b> <i>If yes, provide details or copies of the documentation listed below.</i>
		Do you have business bank accounts? <i>Provide copies of the December statements for all accounts.</i>
		Do any customers owe you money? <i>Provide an updated list of amounts owed to you (accounts receivable summary).</i>
		If yes, is any of this money uncollectible (i.e., bad debts)? <i>Notate which accounts receivable need to be written off.</i>
		Do you have inventory? <i>Provide an accurate count or listing.</i>
		Did you purchase any business assets for more than \$2,500 each? <i>Provide copies of all purchase receipts.</i>
		Did you dispose of any business assets? <i>Provide a list of assets that are no longer in service.</i>
		Did you purchase or sell any real estate? <i>Provide copies of all closing statements.</i>
YES	NO	<b>LIABILITY INFORMATION</b> <i>If yes, provide details or copies of the documentation listed below.</i>
		Do you owe any vendors money? <i>Provide an updated list of amounts you owe (accounts payable summary).</i>
		Do you have any business loans? <i>Provide copies of the December statements for all loans.</i>
		Do you have any business credit cards? <i>Provide copies of the statements showing activity through December 31 (usually the statements due in January or February for all accounts).</i>
		Do you file and pay sales tax? <i>Provide copies of the December sales tax returns (prepared and filed in January).</i>
		Do you have payroll? <i>Provide copies of the Forms W-2, W-3, 940, 941 and state unemployment returns (if we prepare your payroll, no copies are necessary).</i>
		Do you have any related party debt? <i>Provide a copy of the agreement &amp; the amortization schedule.</i>



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<b>CUSTOMER NAME:</b>		
YES	NO	<b>EQUITY INFORMATION</b> <span style="color: red; font-weight: normal;"><i>If yes, provide details or copies of the documentation listed below.</i></span>
		As the business owner, did you personally contribute or withdraw money from the business? <b>Provide details of money contributed and withdrawn (separate by owner).</b>
		Were there any ownership changes during the year? <b>Provide updated ownership percentages.</b>
YES	NO	<b>INCOME &amp; EXPENSE INFORMATION</b> <span style="color: red; font-weight: normal;"><i>If yes, provide details or copies of the documentation listed below.</i></span>
		Did you receive any Forms 1099? <b>Provide copies for our files.</b>
		Did you pay anyone \$600 or more for rent, services (including parts and materials), prizes and awards, or other income? <b>Provide copies of any Forms 1099 that you issued for our files.</b>
		Did you pay rent? <b>If your lease agreement has been updated, provide a copy of your new rental agreement.</b>
		Did you pay insurance (include general liability, life, health, etc.)? <b>Provide details of the amounts paid.</b>
		Did you make any charitable contributions? <b>Provide copies of any giving statements that you received from the charitable organizations.</b>
		Did you make any major repairs and maintenance expenditures? <b>Provide details of the amounts paid.</b>
		Did you use a personal vehicle for non-commuting business purposes? <b>Provide the total business mileage driven during 2024 below.</b>  <b>I hereby certify that in 2024 I drove _____ miles for business purposes and have the written records to support a tax deduction.</b>
YES	NO	<b>CORONAVIRUS AID, RELIEF &amp; ECONOMIC SECURITY ACT (CARES ACT)</b>
		Did you receive a standard Economic Injury Disaster Loan (EIDL) to be repaid over a 30-year term?
		Did you receive an EIDL grant (\$1K grant per employee up to a maximum of \$10k)?
		Did you receive a Paycheck Protection Program (PPP) loan?
		Was all or portion of the PPP loan forgiven in 2023?
		Did you elect to defer the employer portion of Social Security tax (03/27/23 – 12/31/23)?
		Did you elect to defer the employee portion of Social Security tax (09/01/23 – 12/31/23)?
		Did you have to fully or partially suspend operations due to a coronavirus shutdown order?
		Did your business decline by more than 50% (compared to the same calendar quarter last year)?
		Did you provide paid sick leave or paid family and medical leave to any employees due to COVID during 2023?  <b style="color: red;">If you answered YES to any of the questions above, please provide related documentation.</b>

### Shareholder's / Officer's Information

Partner's Name	Partner's Address	Social Sec. # or FEIN	P&L% / % Owned

## 2024 CORPORATE TAX QUESTIONNAIRE

### NATURAL DISASTER – BUSINESS LOSS

YES	NO	Did you incur an unreimbursed loss (a loss in excess of insurance or FEMA reimbursement) in a federally declared disaster area?
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*If yes above, please complete this table and provide supporting records.*

	Property A	Property B	Property C
Description of property			
City, State, Zip			
Date acquired			
Cost of property			
Date of loss			
Description of loss			
Was insurance claim made?	Yes: _____ No: _____	Yes: _____ No: _____	Yes: _____ No: _____
Received FEMA assistance?	Yes: _____ No: _____	Yes: _____ No: _____	Yes: _____ No: _____
Fair market value <b>BEFORE</b> loss			
Fair market value <b>AFTER</b> loss			
Total out of pocket expenses			

Partners Other Info – Please Identify	Partner 1	Partner 2	Partner 3	Partner 4
Capital contributed by partner				
Loans made to the partnership				
Loans made to the partner				
Guaranteed Payments made to the partner				

**Additional Details (optional):**

Thank you for completing the Corporate Tax Questionnaire for Tax Year 2024.

Please upload this completed questionnaire as well as any supporting documentation to your [Secured Client Portal](#) account as soon as possible to ensure timely delivery of your tax return.

Questions? Email [info@themodelaccountant.com](mailto:info@themodelaccountant.com) or call 305 307-8322

## 2024 CORPORATE TAX QUESTIONNAIRE

CORPORATE ORGANIZER		
Client's Name:		
Business Name:		
Principal Business Activity Including Product or Service:		
Federal Employer Identification Number (FEIN):		
Date company formed:		
Business Address:		
City, State, Zip code		
Accounting Method Cash ___ Accrual ___ Hybrid ___	Calendar Year: <b>From:</b>	<b>To:</b>
Inventory Method Cost ___ Lower C/M ___ Other ___		
<b>UPLOAD ALL 1099S</b>		<b>EXPENSES CONTINUED...</b>
Gross Receipts/Total Income		Janitorial Service
Returns & Allowance		Laundry & Cleaning
Other Income		Lease - Equipment
<b>COST OF GOOD SOLD</b>		Lease - Auto
Beginning Inventory		Legal & Professional Fees
Purchases		Licenses & Permits
Cost of Items for Personal Use		Meals
Cost of Labor		Office Expense
Materials & Supplies		Outside Services
Other Costs		Parking & Tolls
Ending Inventory		Pension & Profit Sharing Plans
<b>EXPENSES</b>		Postage
Accounting		Printing
Advertising		Refuse Disposal
Amortization (Upload Schedule)		Rent – Machinery / Equipment
Answering Service		Rent – Other Business Property
Bad Debt		Repairs
Bank Service Charges		Security & Safety
Car & Truck Expense		Storage
Collection Expenses		Supplies
Commissions		Taxes – Business
Delivery / Freight Depreciation (Upload Schedule)		Taxes – Payroll
Dues		Taxes – Property
Publications		Taxes – Other
Education Expense		Telephone
Employee Benefit Programs		Theft / Casualty
Gifts		Tools
Guaranteed Payments		Travel – Airfare
Insurance – Auto		Travel – Lodging
Insurance – Other		Travel – Meals
Interest - Auto		Uniforms
Interest - Mortgage		Utilities
Interest - Other		Wages & Salaries

