



2024 PARTNERSHIP / LLC TAX QUESTIONNAIRE

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

REQUIRED – please complete and upload

CUSTOMER NAME:	
IF ANY OF THE FOLLOWING ITEMS PERTAIN TO YOUR BUSINESS IN 2024 PLEASE CHECK THE APPROPRIATE BOX AND PROVIDE ADDITIONAL INFORMATION IF NECESSARY.	
YES	NO
GENERAL INFORMATION	
	Do you have a QuickBooks or other accounting file for your business? <i>If yes, please select one below:</i> _____ QuickBooks DESKTOP _____ QuickBooks ONLINE _____ Professional Bookkeeper _____ Other _____
	QuickBooks DESKTOP Users Only: Please use the instructions below to provide us necessary information. Select “Yes” if complete. <i>Please provide a PDF of the Balance Sheet and Profit and Loss Statement 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 Secured Client Portal</i> *If your Partnership / LLC is new for 2024 you can ignore the request for prior year data.*
	QuickBooks ONLINE Customers or Users ONLY: Have you invited us as your accountant to your QuickBooks Online account? If no, please follow the instructions below: <ol style="list-style-type: none"> 1. From the home screen, click on the Gear icon in the top right corner and select Manager Users 2. Go to the Accounting Firms tab 3. Enter the following email address info@themodelaccountant.com and click the Invite button
	Do you need a paper copy of your tax return? <i>If yes, additional processing & handling fees will apply to your return.</i>
YES	NO
ASSET INFORMATION <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
LIABILITY INFORMATION <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 & the amortization schedule.</i>



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CUSTOMER NAME:		
YES	NO	EQUITY INFORMATION <i>If yes, provide details or copies of the documentation listed below.</i>
		As the business owner, did you personally contribute or withdraw money from the business? Provide details of money contributed and withdrawn (separate by owner).
		Were there any ownership changes during the year? Provide updated ownership percentages.
YES	NO	INCOME & EXPENSE INFORMATION <i>If yes, provide details or copies of the documentation listed below.</i>
		Did you receive any Forms 1099? Provide copies for our files.
		Did you pay anyone \$600 or more for rent, services (including parts and materials), prizes and awards, or other income? Provide copies of any Forms 1099 that you issued for our files.
		Did you pay rent? If your lease agreement has been updated, provide a copy of your new rental agreement.
		Did you pay insurance (include general liability, life, health, etc.)? Provide details of the amounts paid.
		Did you make any charitable contributions? Provide copies of any giving statements that you received from the charitable organizations.
		Did you make any major repairs and maintenance expenditures? Provide details of the amounts paid.
		Did you use a personal vehicle for non-commuting business purposes? Provide the total business mileage driven during 2024 below. I hereby certify that in 2024 I drove _____ miles for business purposes and have the written records to support a tax deduction.
YES	NO	CORONAVIRUS AID, RELIEF & ECONOMIC SECURITY ACT (CARES ACT)
		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? <u>If you answered YES to any of the questions above, please provide related documentation.</u>

Partnership Partner's Information

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



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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 BEFORE loss			
Fair market value AFTER 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 Business 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 or call 305 307-8322

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PARTNERSHIP 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: From: _____ To: _____
Inventory Method	Cost ___ Lower C/M ___ Other ___	
UPLOAD ALL 1099S		EXPENSES CONTINUED...
Gross Receipts/Total Income		Janitorial Service
Returns & Allowance		Laundry & Cleaning
Other Income		Lease - Equipment
COST OF GOOD SOLD		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
EXPENSES		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

