

# Short Questionnaire for Businesses for year ending

mmddyyyy

Company name: \_\_\_\_\_

Yes No N/A

1	Did IRS or any state or local government change a prior year's return? If <b>yes</b> , please enclose a copy of the government correspondence unless you have already done so.
2	Did you include all sources and potential sources of worldwide income? Including, but not limited to, gambling winnings, prizes, and Uber/gig work.
3	At any time during , did the company have an interest in or a signature or other authority over a bank or other financial account in a foreign country? ANY country other than the U.S. is a foreign country. Foreign accounts include life insurance, annuities, retirement accounts, and many others. For example, did anyone at the company have signature authority for a foreign bank account or other foreign financial account? This question does not deal with the ownership of foreign stocks or bonds that are held in a U.S. financial account. <b>Penalties in this area are extreme.</b>  a. If <b>yes</b> , did the total value of all the company's foreign accounts exceed \$10,000 at any time during the year? If <b>yes</b> then please include details on each account.
4	Was the company the grantor of or transferor to a foreign trust that existed at any time during the tax year? Please answer yes even if the company did not have a beneficial ownership in the trust.
5	If the company made any charitable contributions, does it have a receipt or bank record (cancelled check, credit card receipt, debit card receipt, etc.) for each listed contribution? If <b>no</b> , then the company is not entitled to a deduction and should indicate so in its records. There is an exception for contributions of less than \$250 when it is impractical to get a receipt or bank record. This will be extremely rare for a company.
6	For all charitable contributions of \$250 or more (i.e. over \$249), does the company have a receipt that includes (this includes noncash contributions of household items):  The name and address of the charity, complete description of the contribution, the dollar amount - if cash, the date/year of contribution, and a statement showing the value of anything you or the company received from the charity or a statement that the charity provided nothing in exchange for the donation.
7	Does the company have records, as described below, to support expenses? Tax law and IRS regulations allow deductions for travel and meals ONLY if adequate records can be presented. Information must include: <b>1) Amount; 2) Time and place; 3) Date; 4) Business purpose; 5) Description of gift(s); and 6) Business relationship of recipient.</b>
8	Was the company required to issue forms 1099-MISC to landlord(s) and Form 1099-NEC to subcontractors and other service providers (CPA, attorney, consultants, cleaning services, etc.)?  If yes, did the company already issue the forms 1099-MISC and 1099-NEC?
9	Did the company provide health insurance to its employees? This includes if the company reimburses one or more employee(s) for personal health insurance. If so, we will need more information.
10	Are all owners legal U.S. residents or U.S. Citizens? If no, please provide details.
11	Did the company receive a PPP loan, an EIDL loan, other COVID grants or loans, or have employees who were unable to work due to COVID-19?