

**2023**  
CORPORATE  
QUESTIONNAIRE

**REQUIRED -**  
Please complete and  
return or upload.



# CORPORATE TAX QUESTIONNAIRE

AT A MINIMUM, WE ASK THAT YOU COMPLETE THIS BRIEF TAX  
QUESTIONNAIRE AND RETURN IT TO US NO LATER THAN  
MARCH 15TH 2024 OR BE SUBJECT TO SURCHARGE.

[SmartVault Document Portal](#)

**CUSTOMER NAME:**

If any of the following items pertain to your business in 2023 please check the appropriate box and provide additional information if necessary.

| YES                      | NO                       | GENERAL INFORMATION   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a QuickBooks or other accounting file for your business? <i>If yes, please select one below:</i><br><input type="checkbox"/> QuickBooks <b>DESKTOP</b> <input type="checkbox"/> QuickBooks <b>ONLINE</b> <input type="checkbox"/> Professional Bookkeeper <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>QuickBooks DESKTOP Users Only:</b> Please use the instructions below to provide us necessary information. Select "Yes" if complete.<br><br>Please provide a PDF of the <b>Balance sheet and Profit and Loss statement</b> for the tax year ( <b>2023</b> ). <b>IF YOU ARE A NEW CLIENT</b> we will also need this information for the prior tax year ( <b>2022</b> ) for comparison. <i>Upload this file to our secure ShareFile portal.</i><br><i>*If your incorporation is new for 2023 you can ignore the request for prior year data.*</i><br><br><p style="text-align: center;"><a href="#">SmartVault Document Portal Link</a></p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>QuickBooks ONLINE Customers or Users ONLY:</b> Have you invited us as your accountant to your QuickBooks Online account?<br><i>If no, please follow the instructions below:</i><br><ol style="list-style-type: none"> <li>From the home screen, click on the <b>Gear</b> icon in the top right corner and select <b>Manage Users</b></li> <li>Go to the <b>Accounting Firms</b> tab</li> <li>Enter the following email address (<a href="mailto:Roberthalltaxes@roberthalltaxes.com">Roberthalltaxes@roberthalltaxes.com</a>) and click the <b>Invite</b> button</li> </ol>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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                       | ASSET INFORMATION <i>If yes, provide details or copies of the documentation listed below.</i>                                 |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have business bank accounts? <i>Provide copies of the December statements for all accounts.</i>                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Do any customers owe you money? <i>Provide an updated list of amounts owed to you (accounts receivable summary).</i>          |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, is any of this money uncollectible (i.e., bad debts)? <i>Notate which accounts receivable need to be written off.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have inventory? <i>Provide an accurate count or listing.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you purchase any business assets for more than \$2,500 each? <i>Provide copies of all purchase receipts.</i>              |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you dispose of any business assets? <i>Provide a list of assets that are no longer in service.</i>                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 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>   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you owe any vendors money? <i>Provide an updated list of amounts you owe (accounts payable summary).</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any business loans? <i>Provide copies of the December statements for all loans.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 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> |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you file and pay sales tax? <i>Provide copies of the December sales tax returns (prepared and filed in January).</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have payroll? <i>Provide copies of the Forms W-2, W-3, A-1, 940, 941 and state unemployment returns (if we prepare your payroll, no copies are necessary).</i>                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any related party debt? <i>Provide a copy of the agreement or the amortization schedule.</i>  |

|   |                          |   |
|---|--------------------------|---|
| <b>CUSTOMER NAME:</b>   |                          |   |
| <b>YES</b>  | <b>NO</b>                | <b>EQUITY INFORMATION</b> <i>If yes, provide details or copies of the documentation listed below.</i>   |
| <input type="checkbox"/>  | <input type="checkbox"/> | As the business owner, did you personally contribute or withdraw money from the business? <i>Provide details of money contributed and withdrawn (separate by owner).</i>                        |
| <input type="checkbox"/>  | <input type="checkbox"/> | Were there any ownership changes during the year? <i>Provide updated ownership percentages.</i>   |
| <b>YES</b>  | <b>NO</b>                | <b>INCOME &amp; EXPENSE INFORMATION</b> <i>If yes, provide details or copies of the documentation listed below.</i>   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you receive any Forms 1099? <i>Provide copies for our files.</i>  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you pay anyone \$600 or more for rent, services (including parts and materials), prizes and awards, or other income? <i>Provide copies of any Forms 1099 that you issued for our files.</i> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you pay rent? <i>If your lease agreement has been updated, provide a copy of your new rental agreement.</i>   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you pay insurance (including general liability, life, health, etc.)? <i>Provide details of the amounts paid.</i>  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you make any charitable contributions? <i>Provide copies of any giving statements that you received from the charitable organizations.</i>  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you make any major repairs and maintenance expenditures? <i>Provide details of the amounts paid.</i>  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you use a personal vehicle for <u>non-commuting</u> business purposes? <i>Provide the total business mileage driven during 2023 below.</i>  |
| <i>I hereby certify that in 2023 I drove _____ miles for business purposes and have the written records to support a tax deduction.</i> |                          |   |
| <b>YES</b>  | <b>NO</b>                | <b>CORONAVIRUS AID, RELIEF &amp; ECONOMIC SECURITY ACT (CARES ACT)</b>  |
| <b><u>COVID-19</u></b>  |                          |   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you receive a standard Economic Injury Disaster Loan (EIDL) to be repaid over a 30-year term?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you receive an EIDL grant (\$1k grant per employee up to a maximum of \$10k)?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you receive a Paycheck Protection Program (PPP) loan?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Was all or a portion of your PPP loan forgiven in 2021?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you elect to defer the employer portion of Social Security tax (03/27/23 – 12/31/23)?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you elect to defer the employee portion of Social Security tax (09/01/23 – 12/31/23)?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you have to fully or partially suspend operations due to a coronavirus shutdown order?  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did your business decline by more than 50% (compared to the same calendar quarter last year)?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | Did you provide paid sick leave or paid family and medical leave to any employees due to COVID during 2023  |
| <b><i>If you answered YES to any of the questions above, please provide related documentation.</i></b>                                  |                          |   |

### Shareholder's / Officer's Information

Name

Address

Social Sec. # or FEIN

% Owned

**CUSTOMER NAME:**

**Natural Disaster – Business Loss**

Did you incur an unreimbursed loss (*a loss in excess of insurance or FEMA reimbursement*) in a federally declared disaster area?

*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?            | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Received FEMA assistance?            | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Fair market value <u>BEFORE</u> loss |  |  |  |
| Fair market value <u>AFTER</u> loss  |  |  |  |
| Total out of pocket expenses         |  |  |  |

Additional Details (optional):

|  |
|--|
|  |
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|  |

Thank you for completing the Business Questionnaire for Tax Year 2023  
**Please upload this completed questionnaire as well as any supporting documentation to your secure SmartVault account as soon as possible to ensure timely delivery of your tax return.**  
 Questions? Email [Roberthalltaxes@Roberthalltaxes.com](mailto:Roberthalltaxes@Roberthalltaxes.com) or call 818-242-4888

**2023****STATEMENT C**  
Corporate Organizer

|                |             |
|----------------|-------------|
| Client's Name: | <b>2023</b> |
| Business Name: |             |
| FEIN:          |             |

| Business Address:                    |  | Business Activity (including Product or Service) |      |           |       |
|--------------------------------------|--|--|------|-----------|-------|
| City, State, Zip                     |  | Accounting Method                                | Cash | Accrual   | Other |
| Fiscal year: <b>From:</b> <b>To:</b> |  | Inventory Method                                 | Cost | Lower C/M | Other |
| Gross Receipts / Total Income        |  | Legal & Professional Fees                        |      |           |       |
| Returns & Allowances                 |  | Licenses & Permits                               |      |           |       |
| Beginning Inventory                  |  | Meals  |      |           |       |
| Purchases                            |  | Office Expense                                   |      |           |       |
| Cost of Items for Personal Use       |  | Outside Services                                 |      |           |       |
| Cost of Labor                        |  | Parking & Tolls                                  |      |           |       |
| Materials & Supplies                 |  | Pension & Profit Sharing Plans                   |      |           |       |
| Other Costs                          |  | Postage  |      |           |       |
| Ending Inventory                     |  | Printing   |      |           |       |
| Accounting                           |  | Refuse Disposal                                  |      |           |       |
| Advertising                          |  | Rent- Machinery / Equipment                      |      |           |       |
| Amortization (Bring Schedule)        |  | Rent - Other Business Property                   |      |           |       |
| Answering Service                    |  | Repairs  |      |           |       |
| Bad Debt                             |  | Security & Safety                                |      |           |       |
| Bank Service Charge                  |  | Storage  |      |           |       |
| Car & Truck Expenses                 |  | Supplies   |      |           |       |
| Collection Expense                   |  | Taxes - Business                                 |      |           |       |
| Commissions                          |  | Taxes - Payroll                                  |      |           |       |
| Delivery / Freight                   |  | Taxes - Property                                 |      |           |       |
| Depreciation (Bring Schedule)        |  | Taxes - Other                                    |      |           |       |
| Dues / Publications                  |  | Telephone  |      |           |       |
| Education Expense                    |  | Theft/Casualty                                   |      |           |       |
| Employee Benefit Programs            |  | Tools  |      |           |       |
| Gifts                                |  | Travel - Airfare                                 |      |           |       |
| Guaranteed Payments                  |  | Travel - Lodging                                 |      |           |       |
| Insurance - Auto                     |  | Travel - Meals                                   |      |           |       |
| Insurance - Other                    |  | Travel - Other                                   |      |           |       |
| Interest - Auto                      |  | Uniforms   |      |           |       |
| Interest - Mortgage                  |  | Utilities  |      |           |       |
| Interest - Other                     |  | Wages & Salaries                                 |      |           |       |
| Janitorial Service                   |  | Other (Please List):                             |      |           |       |
| Laundry & Cleaning                   |  |  |      |           |       |
| Lease - Equipment                    |  |  |      |           |       |
| Lease - Auto                         |  |  |      |           |       |

\*As of 1/1/2018 entertainment is no longer deductible