

2020 Business Questionnaire

Client: \_\_\_\_\_ Period: \_\_\_\_\_

In order to prepare your annual tax returns, we will need the following end of year information from you. We need additional information this year to reconcile The CARES Act and related tax credits and benefits.

CARES Act related items:

1. \_\_\_ All 4 quarters Forms 941 for 2020 (if not prepared by us.)
2. \_\_\_ A pdf virtual copy of your PPP loan document (if received)
  - a. Please ask your banker for, and obtain the related SBA-assigned PPP loan number, which is different from the bank loan number
  - b. If your PPP loan has already been forgiven, please let us know.
3. \_\_\_ Have handy all 12 months bank statements for 2020 and January of 2021 in case we need them.
4. \_\_\_ If you received an EIDL loan/grant we need to know the amount, the date and the EIDL loan number.
5. \_\_\_ We may need copies of any existing leases, loans, or utility services but please talk with us first.

Special File Update Information:

1. \_\_\_ Has there been a change in ownership this year? If so, please provide new owner identification information, dates and percentages.
2. \_\_\_ Have you opened or closed any locations this year-please provide that information as to physical address.
3. \_\_\_ Please provide us with updated information with your and other officers email addresses and cell phone numbers.

Normal year end information needed for 2020:

1. \_\_\_ Copies of any new bank loans or leases obtained during the year,
2. \_\_\_ List by date, amount and individual of any new investments made into the company this year by the Owners (we don't want to count loans as income).
3. \_\_\_ Copies of any federal or state tax correspondence received during the year,
4. \_\_\_ Copies of any equipment purchase invoices over \$500,
5. \_\_\_ Loan payoffs, by loan number, of all business loans by December 31,
6. \_\_\_ Copies of your year-end bank reconciliation(s) and bank statements,
7. \_\_\_ 12/31/20 Year End Balances of:
  - o Unpaid Payroll Tax Obligations. (Federal, State, etc.)
  - o Other Accounts Receivable.
8. \_\_\_ Year-end summary of business activity-back up, online access or hard copy.
9. \_\_\_ Information on any changes in ownership, stock holding or locations.
10. \_\_\_ All Forms 1099-K received

The amounts included above and attached represent my company's amounts as requested.

\_\_\_\_\_ Signature & Title