



2019 Tax Season

In order to prepare your tax return in a **complete, accurate, and efficient manner**, we ask that you please fill out the **BUSINESS QUESTIONNAIRE** to the best of your ability.

We request that you prepare this questionnaire to help you gather your supporting documents and answer the questions **we need** to begin working on your return.

ENGAGEMENT LETTER: If you have not already signed the engagement letter, please do so as **we cannot start on your return** until we have received the signed document.

Please answer the general questions on page 1-3 and ONLY complete the addendum pages that apply to you.

- General questions.....page 1-3
- Home Office Addendum.....page 4
- New Client Addendumpage 5
- Business Vehicle Addendumpage 5
- Rental Property Addendumpage 6
- Purchase of Rental or Business Real Property Addendumpage 7
- Notes and Additional Comments.....page 8

TAX SEASON BUSINESS DEADLINES (January 1st - April 15th)

FEBRUARY 14th: S-Corporation, Multi-Member LLC, and Partnership documents are **DUE** to Shaw & Associates. **IF YOU SUBMIT YOUR DOCUMENTS TO US AFTER THIS DATE, WE WILL NEED TO EXTEND YOUR RETURN.**

MARCH 15th: S-Corporation, Multi-Member LLC, and Partnership income tax returns are **DUE**. If you're filing for an extension, **extensions are DUE**.

EXTENSION SEASON BUSINESS DEADLINES (April 16th - September 15th)

AUGUST 1st: S-Corporation, Multi-Member LLC, and Partnership documents are **DUE** to Shaw & Associates. **DOCUMENTS RECEIVED AFTER THIS DATE WILL INCUR ADDITIONAL PREPARATION FEES.**

SEPTEMBER 15th: S-Corporation, Multi-Member LLC, and Partnership income tax returns are **DUE**.

For additional information, links to our engagement letter, questionnaire, and frequently asked questions, visit our website at kevinshawcpa.com.



2019 BUSINESS TAX QUESTIONNAIRE

It is extremely important that you thoroughly complete this questionnaire and return it to us as it is designed to identify potential tax savings and to create a complete and accurate tax return.

Submit the **completed** and **signed** 2019 Business Tax Questionnaire along with any additional tax information in one of the following three ways:

- Upload your information electronically through our secure system, SafeSend. You can find the link in our signatures OR send us an email at info@kevinshawcpa.com
- Fax to: 970-223-6509
- Mail/Deliver to: 1044 West Drake Road, Suite 201, Fort Collins, CO 80526

CONTACT INFORMATION: *(Please complete even if you have provided us the same information in the past)*

BUSINESS NAME: _____
 PRIMARY CONTACT: _____ TITLE: _____
 ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____
 PRIMARY NUMBER: _____ PREFERRED TEXTING NUMBER: _____
 PRIMARY EMAIL: _____

TEXT MESSAGES:

We have the ability to send text notifications and reminders. We will only send a text message regarding the preparation of your tax return; we will not send marketing communications via text messaging.

PAPERLESS BILL:

Please provide your preferred email: _____

To **opt out** of paperless billing, check here: _____

FINAL TAX RETURN:

We will send you a copy of your final tax return in a secure email unless you do not have email, or you ask us otherwise.

PLEASE INCLUDE WITH THE COMPLETED QUESTIONNAIRE THE FOLLOWING:

- Accountants Copy of your QuickBooks file with a 1/1/20 dividing date (or first day of your new fiscal year) with bank, credit card, and loan accounts reconciled
- If your records are in a different accounting software, please provide a two-year comparative Balance Sheet and two-year comparative Profit & Loss Statement
- If you do not use an accounting software program, please provide a summary of all 2019 business transactions (Excel format preferred)
- Year-end statements for any business loans

If you send your file via intuit, email it to info@kevinshawcpa.com and enter your QuickBooks

Transfer Password: _____ (this password is specifically created when you transfer the file and may not be the same as your regular file password)

Also, please provide your Admin QuickBooks file password: _____



PLEASE ANSWER EACH QUESTION. If a question is not answered, we will assume it is not applicable to your current situation. If you are unsure, please note your questions in the comments provided at the bottom of the page. If any of this information is accounted for in your books of record, you do not need to provide us with the information twice.

GENERAL BUSINESS TAX QUESTIONS:

YES NO

1.	If you are a new Shaw & Associates client this year, please complete the <u>New Client Addendum on page 5.</u>		
2.	Did the business receive any notices from the IRS or any state tax authority during the past year regarding taxes? (Please provide a copy if you have not already sent one to us).		
3.	Were there any ownership changes during 2019? If so, please provide dates of changes, names, addresses, and social security/tax identification numbers of new owners, new ownership percentages, and any legal documents supporting this change.		
4.	Did the business purchase any fixed assets in 2019? If yes, please provide details including description, purchase date, and purchase amount (if not already detailed in your books).		
5.	Did you dispose of any vehicles during 2019 that were used for any business purpose in the past? If yes, please <u>provide details including sale/disposal date and sale/trade in amount.</u>		
6.	Does the business have a retirement plan (401(k), solo 401(k), SEP, Simple IRA, etc.)?		
6a.	<ul style="list-style-type: none"> If yes, has the owner made any 2019 contributions on behalf of him/herself? 		
6b.	<ul style="list-style-type: none"> If yes, will there be any additional contributions for 2019 before the tax return is filed? If so, how much? Please note below if you need our help in determining the maximum allowed contribution. 		
6c.	<ul style="list-style-type: none"> If no, does the business owner want to make a contribution for 2019 or create a plan before the tax return is filed? Please note below if you need our help in determining the maximum allowed contribution. 		
7.	Did the business receive any <u>income</u> that has not been recorded in the books or in the summary that you provided (example: tips, cash sales, etc.)? If so, please <u>include a summary of these.</u>		
8.	Did the business owner use personal funds to pay for any business items in 2019 that are not recorded in your books ? If so, please <u>include a summary by expense category.</u>		
9.	During 2019, did the business owner have <u>self-employed</u> health insurance for the owner and/or owner's family? Self-employed health insurance includes premiums paid by your business or from personal funds. It does not include any payments made through other employers' plans or to health sharing ministries such as Medishare or Liberty.		
9a.	<ul style="list-style-type: none"> If yes, at any time during 2019 was the business owner or his/her spouse eligible for group health insurance through another employer? 		

COMMENTS: _____



PLEASE ANSWER EACH QUESTION. If a question is not answered, we will assume it is not applicable to your current situation. If you are unsure, please note your questions in the comments provided at the bottom of the page. If any of this information is accounted for in your books of record, you do not need to provide us with the information twice.

GENERAL BUSINESS TAX QUESTIONS:

YES NO

9b.	<ul style="list-style-type: none"> If no, please provide the total health insurance premiums paid in 2019 for the business owner and family (if not already detailed separately in your books). This could include long-term care, dental, vision, Medigap, and/or COBRA but not payments to health sharing ministries such as Medishare or Liberty. _____ 		
10.	Did the business make any payments in 2019 that would require it to file 1099 Form(s) (1099-MISC, 1099-INT, etc.)? If you are unsure of 1099 filing requirements, please contact us, as IRS fines can be substantial.		
10a.	<ul style="list-style-type: none"> If so, did the business file all required 1099 Form(s) for 2019? 		
11.	Did the business <u>acquire</u> rental or business real property during 2019? If yes, please complete the <u>Purchase of Rental or Business Real Property Addendum on page 7.</u>		
12.	Did the business own any rental property during 2019? If so, please complete the <u>Rental Property Addendum on page 6.</u>		
13.	Did the business have any sales, employees, contract labor, or assets in any state other than the business's home state in 2019?		
14.	Did the business have any foreign income, foreign bank accounts, foreign trusts, or any other foreign financial activity or assets at any time during 2019?		
15.	Did the business make any payments to foreign individuals or foreign entities for <u>services that foreign individual or foreign entity performed in the US during 2019?</u>		
16.	Did the business have any foreign partners/members/shareholders during 2019?		
17.	Does the business owner or designee want to review the tax return before it is e-filed?		
18.	S-Corporations Only: As a shareholder of an S-Corporation, the IRS requires you to pay yourself (and other shareholders who work for this business) a salary that is reasonable based on what you would have paid a non-owner to do your job. This is based on a variety of factors, including: the work performed, number of hours, market rates, experience, education and proficiency required, etc. We strongly recommend you document your research and conclusions and keep this in your tax files. If the IRS determines that your salary is inadequate, they could assess additional payroll taxes as well as penalties. Based on this, do you believe that the salary you have recorded meets these requirements?		
19.	S-Corporations Only (for all officers that are paid compensation): Did all officers work for the business full time (average 40+ hours/week) during 2019?		
19a.	<ul style="list-style-type: none"> If no, how many hours per week on average did each officer work during 2019 (provide hours per week for each officer)? 		

COMMENTS: _____



2019 ADDENDUMS

If any of this information is accounted for in your books of record, you do not need to provide us with the information twice. Please note "recorded in books".

HOME OFFICE ADDENDUM:

If the business owner has a **qualified** home office, please complete the following (include the total amount of each expense; we will calculate the home office portion. If you do not know what qualifies, please ask us.

Square footage of the space used solely for business: _____

Total square footage of your home: _____

If this is a new home office:

- Purchase price of home: _____
- Cost of major improvements: _____
- Date home office first used: _____

If you would prefer to use the IRS standard home office deduction of \$5/square foot (maximum of \$1,500), please indicate and do not complete the remainder of this addendum. **If you file an S-Corporation return, you cannot use this standard home office deduction, so make sure to provide the detailed information below.**

I am not an S-Corporation and want to use the standard home office deduction: Yes ___ No ___

2019 Mortgage Interest:
2019 Property Taxes:
2019 Rent Paid (if you don't own the home):
2019 Utility Costs (Electric, Gas, Water, Sewer, Trash):
2019 Property Insurance Costs:
2019 Maintenance Expenses:
2019 Repairs:
2019 HOA Fees:
2019 Capital Improvements and/or Appliances (include description, date in service, and amount):
2019 Other Home Office Expenses (please describe):

COMMENTS: _____



NEW CLIENT & BUSINESS VEHICLE ADDENDUM:

NEW CLIENT ADDENDUM:

Please include the following, if not already provided to us:

- Prior year tax return (Federal and State)
- Prior year depreciation schedules if applicable (you may need to contact your previous tax preparer)
- Articles of incorporation/organization, by laws, and/or operating agreement
- FEIN: _____
- State Account Number: _____
- Copy of IRS letter confirming your business ID number and entity type
- IRS acceptance letter for S-Corporation status, if applicable

Please briefly describe your business: _____

BUSINESS VEHICLE INFORMATION:

The IRS is enforcing more stringently their requirements for detailed mileage records that support business use of vehicles. It is the responsibility of the business owner to have these records available upon the request of the IRS. While we do not require that you provide us with these detailed records, it is imperative that you have them. If you use unsubstantiated estimates, you run the risk of the deduction being disallowed. If you have more than two vehicles used for business, attach additional copies of this page. Please summarize your actual business vehicle use below:

Do you have documentation for the vehicle information provided below? Yes _____ No _____
If so, is it written? Yes _____ No _____

VEHICLE 1:

Year: _____ Make: _____ Model: _____ Date in service: _____
of **total** miles (Business and Personal Combined) for Jan. 1, 2019 – Dec. 31, 2019: _____
of **business** miles for Jan. 1, 2019- Dec. 31, 2019: _____

If this vehicle is NOT deducted using the standard mileage rate, provide a summary below of actual 2019 expenses (gas, lease payments, insurance, registration/license, repairs/maintenance, etc.) **If not already in your books.**

VEHICLE 2:

Year: _____ Make: _____ Model: _____ Date in service: _____
of **total** miles (Business and Personal Combined) for Jan. 1, 2019 – Dec. 31, 2019: _____
of **business** miles for Jan. 1, 2019- Dec. 31, 2019: _____

If this vehicle is NOT deducted using the standard mileage rate, provide a summary below of actual 2019 expenses (gas, lease payments, insurance, registration/license, repairs/maintenance, etc.) **If not already in your books.**



RENTAL PROPERTY ADDENDUM:

Please complete if you owned rental property during the year. If you have already provided records for the properties, please DO NOT complete this addendum.

*Also please include any 1099's & 1098's received and any **settlement statements** for purchases/refinances/sales that occurred in 2019. **If you have more than one rental property, please copy this page and provide separately for each rental property.***

If you purchased rental property during 2019, please complete this Addendum and the **Purchase of Rental or Business Real Property Addendum on page 7.**

2019 Total Rent Received:
2019 Advertising:
2019 Cleaning & Maintenance Expenses:
2019 Property Insurance Costs:
2019 Management Fees:
2019 Mortgage Interest:
2019 Mortgage Insurance (not the same as property insurance):
2019 Repairs:
2019 Property Taxes:
2019 Utility Costs (Electric, Gas, Water, Sewer, Trash):
2019 HOA Fees:
2019 Security Deposits Received (if not included in rent received amount):
2019 Security Deposits Returned:
2019 Other Expenses (please describe):
2019 Capital Improvements and/or Appliances (include description, date in service, and amount):

Please provide the following information:

- Total number of 2019 personal use days including days rented to family/friends below market rates (do not include repair days listed below): _____
- Total number of 2019 repair days (any day you spent working substantially full time repairing and maintaining the rental property): _____
- Total number of days rented in 2019: _____
- How is this property owned (individually, joint tenancy, partnership, single-member LLC, multi-member LLC, or other)? _____
- Did you incur any mileage on your vehicle while operating your rental property? If so, please complete the **Business Vehicle Addendum on page 5.**

COMMENTS: _____



PURCHASE OF RENTAL OR BUSINESS REAL PROPERTY

ADDENDUM:

If you purchased rental or business real property during 2019, please complete the following:

NOTE: There are certain items included in a real property purchase that can be depreciated over a shorter period of time than the building. Although this step is optional, by identifying the items below we can maximize the current year tax deductions for your property.

Please provide copies of the purchase closing statement of any real property purchased in 2019. Also, provide copies of any refinancing settlement statements if you refinanced the property after purchase.

Please provide the **value at purchase** of the following items that were included in the original purchase of the real property purchased:

Refrigerator:
Stove:
Oven:
Dishwasher:
Microwave:
Washer:
Dryer:
Flooring – Tacked Down Carpet:
Window Coverings:
Hot Water Heater:
Furnace:
Air Conditioner:
Roof:
Landscaping:
Other (please describe):

COMMENTS: _____

