



## QUESTIONNAIRE FOR 2011 BUSINESS TAX RETURNS

*Please complete one questionnaire for each business.*

**Business name:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Phone number** (at least one): \_\_\_\_\_

**Type of return:**  Sole Proprietor (Schedule C)  C corporation (Form 1120)  
 S corporation (Form 1120-S)  Partnership (Form 1065)  I don't know

**Business was incorporated or formed in what state?** \_\_\_\_\_

**State income tax returns to be completed:**  MD  DC  VA \_\_\_\_\_ Other (write in)

*These are states where you do business, meaning (1) you have an office, store or warehouse there or (2) you send employees to physically work there for certain jobs. This is important. Please let me know if you have questions.*

**Personal property tax returns to be completed:**  MD  DC  VA \_\_\_\_\_ Other (write in)

**County** (if VA): \_\_\_\_\_

*These are for states where your company has a physical location, like an office, store or warehouse.*

**Tax filing due dates:**

- March 15th for corporations unless extended (info in by 2/15/2011)
- April 15th for partnerships unless extended (info in by 3/15/2011)
- September 15th for extended corporate and partnership returns (See information on extensions below)

**Tax payment due dates:**

- March 15th for corporations
- April 15th for partnerships
- Request estimate of amount to pay with extension

**For the Small Business Health Care Tax Credit:**

Did you provide health insurance for your employees in 2011?  Yes  No *(If no – please skip the next question)*

Did you pay at least 50% of the premium (based on the premium for a single individual) for each employee?

Yes  No

*If you did your own payroll, please include an earnings report that shows the total earnings and the total hours worked for each employee.*



| PLEASE INCLUDE THE FOLLOWING:  | Included | THG should have | Not Applicable |
|--|----------|-----------------|----------------|
| 12/31/11 bank reconciliations for each bank account  |          |                 |                |
| 12/31/11 accounts receivable reports – make corrections by hand if you need to   |          |                 |                |
| 12/31/11 ending inventory report (at cost)   |          |                 |                |
| List of new assets with the date of purchase, the cost and a description for each  |          |                 |                |
| List of assets you got rid of (sold, scrapped, etc) with the date and amount of the proceeds. (See your “federal asset report” in last year’s taxes) |          |                 |                |
| 12/31/11 accounts payable report – make corrections by hand if needed  |          |                 |                |
| Sales tax payable as of 12/31/11   |          |                 |                |
| Payroll taxes payable as of 12/31/11   |          |                 |                |
| Year end credit card statements for all business credit cards  |          |                 |                |
| Loan statements for all loans (vehicles, lines of credit, etc) that shows the principle due on 12/31/11  |          |                 |                |
| Payroll information: W-3, W-2s, 4th qtr 941, SUTA and FUTA   |          |                 |                |
| Life insurance premiums paid by the business where the business is the beneficiary   |          |                 |                |
| Business and personal miles driven in 2011 for each vehicle  |          |                 |                |
| Copy of prior year tax returns, including personal property taxes  |          |                 |                |
| All 1099 statements both received and issued   |          |                 |                |
| Information on foreign bank accounts   |          |                 |                |
| Information on a change in business ownership during the year, or a change in officers   |          |                 |                |



**Timing of work:** We process taxes in the order they are received. Early in the season we can complete corporate taxes in a couple of weeks or so (which allows us some time to go back and forth with questions). We typically finish all the returns that are submitted by February 15th on time (by March 15th), but if you want to be sure yours gets done, please allow us one month. If you need your return more quickly, please let us know.

**Extensions:** We automatically extend all corporate and partnership returns. We do this electronically in early January assuming no balance is due. If you think you might need to make a payment with your extension, please let us know well in advance so we can help estimate your payment.

**Our fees:** We charge by form which means that our fees are calculated by adding up the fee for each form in your tax return. We won't know your exact fee until your return is complete, but feel free to contact us for an estimate. We will email you an invoice as soon as we have completed your return. Once we receive payment (by cash, check, Master Card or VISA) we'll post the return to your portal for you to review.

**Security:** We strive to maintain confidentiality of your records at all times. That is your right and our responsibility. To that end, we have established a secure client portal for you that you can access from our website. This portal is the only secure way for us to share electronic information with you. We are not permitted to email tax returns or other documents that contain sensitive information. It is also a way for you to securely share files and documents with us.

**Fraud:** We are not responsible in any way for detecting fraud or illegal acts. But, on the off chance that we notice something suspicious, you will be notified right away.

**Quality:** We strive to provide exceptional service, with a commitment to accuracy and timeliness. If at any time you don't feel that we are living up to that ideal, I would welcome your feedback so that we can remedy the situation. We will be working from the information you provide. We will take the time to ask questions to clarify things and/or request additional information as necessary to produce an accurate and complete tax return. But the quality of the output is directly related to the quality of the input, so we appreciate your attention to detail.

**Questions or Comments:**

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_