

## Small Business Tax Return Questionnaire

### Business Information

Company's Legal Name		Date Company Formed
Federal EIN	State Company #	State Sales Tax #
Type of Entity: <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	Business Activity <input type="checkbox"/> Product <input type="checkbox"/> Service <small>Please Specify:</small>	
Mailing Address	City, State	Zip/Postal Code
Phone #	Fax #	
Web Domain	Email Address	

### Sole Proprietor Information

	Y	N		Y	N
Was 2025 your first year in business?	<input type="checkbox"/>	<input type="checkbox"/>	Did you take a physical inventory to prove the values?	<input type="checkbox"/>	<input type="checkbox"/>
Did you materially participate in company operations?	<input type="checkbox"/>	<input type="checkbox"/>	Method of Valuation:		
Did you work from home?	<input type="checkbox"/>	<input type="checkbox"/>	Cost <input type="checkbox"/>		
If yes, please complete the included Home Office Form.			Value <input type="checkbox"/>		
Did you have inventory?	<input type="checkbox"/>	<input type="checkbox"/>	Other <input type="checkbox"/> _____		
Value of inventory on 01/01/2025	\$ _____		Did you change your method of determining value during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Value of inventory on 12/31/2025	\$ _____		If Yes, explain: _____		

**Note:** use the list below as a guideline for gathering items to bring to your tax appointment.

**Note:** for clients using QuickBooks or similar software, simply forward a copy to BCS along with all monthly bank statements.

### Expense Information Reminders (please fill in amounts on the following pages)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Wages Paid to Employees (W-2, W-3)</b>   | <input type="checkbox"/> <b>Contributions &amp; Donations</b><br><small>(itemized list of dates, names, and addresses of each charity)</small>  |
| <input type="checkbox"/> <b>Federal &amp; State Payroll Tax Returns</b>  | <input type="checkbox"/> <b>Office Supplies</b>   |
| <input type="checkbox"/> <b>Commissions Paid to Subcontractors</b><br><input type="checkbox"/> Any 1099-MISC and 1096 Forms  | <input type="checkbox"/> <b>Postage &amp; Shipping Expenses</b>   |
| <input type="checkbox"/> <b>Fringe Benefits to Employees</b><br><input type="checkbox"/> Pension/Profit Sharing Contributions<br><input type="checkbox"/> HSA Contributions<br><input type="checkbox"/> Health Insurance Premiums<br><input type="checkbox"/> Other Fringe Benefits  | <input type="checkbox"/> <b>Business Insurance</b><br><input type="checkbox"/> Life Insurance Payments<br><input type="checkbox"/> E&O / Casualty & Theft Loss Insurance<br><input type="checkbox"/> Other Insurance <i>(disability, auto, etc.)</i>  |
| <input type="checkbox"/> <b>Depreciation</b><br><input type="checkbox"/> Date & Cost of Acquired Assets<br><input type="checkbox"/> Date & Sale Price of Assets Sold   | <input type="checkbox"/> <b>Rent Expenses</b><br><input type="checkbox"/> Office Space Rent<br><input type="checkbox"/> Company Vehicle Lease<br><input type="checkbox"/> Equipment & Storage Rental Expenses   |
| <input type="checkbox"/> <b>Transportation Expenses</b><br><input type="checkbox"/> Business Mileage Log<br><input type="checkbox"/> Receipts for Parking, Tolls, & Public Transportation  | <input type="checkbox"/> <b>Interest Expenses</b><br><input type="checkbox"/> Mortgage Interest (if building is owned)<br><input type="checkbox"/> Business Loan Interest   |
| <input type="checkbox"/> <b>Travel Expenses</b><br><input type="checkbox"/> Airfare & Fees<br><input type="checkbox"/> Hotel & Fees<br><input type="checkbox"/> Meals <i>(plus tips)</i><br><input type="checkbox"/> Mileage if by Auto <i>(or taxi fare plus tips)</i><br><input type="checkbox"/> Internet <i>(hotel room, cafe, etc.)</i><br><input type="checkbox"/> Other Travel Related Expenses | <input type="checkbox"/> <b>Home-Office Expenses</b><br><input type="checkbox"/> Square Footage of Office Space / Home<br><input type="checkbox"/> Mortgage Interest or Rent Paid<br><input type="checkbox"/> Itemized Cost to Run Office / Household   |
| <input type="checkbox"/> <b>Accounting &amp; Legal Fees</b>  | <input type="checkbox"/> <b>Other Expenses</b><br><input type="checkbox"/> Computer & Electronic Expenses<br><input type="checkbox"/> Internet, Website & Hosting, Email, etc.<br><input type="checkbox"/> Office/Vehicle Maintenance, Repairs, etc.<br><input type="checkbox"/> Any Additional Expenses Not Listed |
| <input type="checkbox"/> <b>Advertising &amp; Business Promotion</b>   |   |

# Small Business Expense Information

## Business Income by Category

Business Revenue	Amount
From Credit Cards <i>(attach 1099-K)</i>	
From Other Sources <i>(cash, check, etc.)</i>	
Refunds or Discounts Given Back	
Other Income	
Interest on Checking/Savings	
Other	
Other	
Other	
<b>Total Annual Revenue</b>	

## Cost of Sales by Category

Cost of Sales	Amount
Purchases <i>(for resale)</i>	
Direct Labor	
Wages/Salaries	
Subcontractors <i>(attach 1099s)</i>	
Other Costs of Sales	
Shipping	
Travel Costs to Jobs	
Bonds, Permits, Fees	
<b>Total Cost of Sales</b>	

## Purchase/Sale of Business Assets

Item Description	Purchased	Cost/Basis	Date Sold	Sale Price
<i>Laptop Computer</i>	<i>04/15/2025</i>	<i>792.76</i>	<i>N/A</i>	<i>N/A</i>
<i>Cell Phone</i>	<i>07/02/2021</i>	<i>199.00</i>	<i>07/01/2025</i>	<i>100.00</i>
<i>Desk</i>	<i>10/12/2016</i>	<i>425.00</i>	<i>08/03/2025</i>	<i>325.00</i>

Estimated Taxes <i>(Form 1040-ES)</i>	Federal		State	
	Amount Paid	Date Paid	Amount Paid	Date Paid
Refund from Prior Year				
Coupon #1 (April)				
Coupon #2 (June)				
Coupon #3 (September)				
Coupon #4 (January)				
<b>Total</b>				

# Small Business Expense Information

(continued...)

## Business Expenses by Category

Category	Annual Expenditure
<i>Example Category</i>	<u>\$1,000.00</u>
Accounting	_____
Advertising	_____
Auto Expenses	_____
Fuel	_____
Interest	_____
Insurance	_____
Repair	_____
Maintenance	_____
Registration	_____
Bank Fees	_____
Service Charges	_____
Merchant Fees	_____
Dues & Subscriptions	_____
Employee Expenses	_____
Expense Reimbursement	_____
Retirement Plan Matching	_____
Other _____	_____
Insurance	_____
General Liability	_____
Health	_____
Dental	_____
Disability	_____
Workers' Compensation	_____
E&O	_____
Interest	_____
Mortgage on Owned Office	_____
Credit Card	_____
Business Loans	_____
Other _____	_____
Legal Expense	_____

Office Expense	_____
Office Supplies	_____
Office Rent	_____
Other Rent	_____
Equipment	_____
Other _____	_____
Repairs & Maintenance	_____
Taxes, Fees, & Licenses	_____
Sales Tax	_____
Payroll Tax	_____
Property Tax	_____
Fees	_____
Licenses	_____
Travel	_____
Airfare	_____
Hotel & Related	_____
Car Rental	_____
Meals	_____
Office Parties/Functions	_____
Telephone/Computer Services	_____
Land Lines	_____
Cell Phones	_____
Internet	_____
Cable	_____
Utilities	_____
Electric	_____
Gas	_____
Water	_____
Other _____	_____
Wages (not included in cost of sales)	_____
Other	_____
_____	_____
_____	_____
<b>Total Annual Expenses</b>	<b>_____</b>

## Home Office Form

Taxpayer Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Total Square Footage of Home: \_\_\_\_\_

Total Square Footage of Office Space: \_\_\_\_\_

Total Square Footage of In-Home Storage Space: \_\_\_\_\_

**Note:** spaces for office and storage **MUST BE USED SOLEY FOR THIS BUSINESS.**

### Cost to Run Entire Household

Mortgage Interest: (Attach 1098) \_\_\_\_\_

Insurance: \_\_\_\_\_

Repairs & Maintenance: \_\_\_\_\_

Utilities: (total for year) \_\_\_\_\_

Electric: \_\_\_\_\_

Gas: \_\_\_\_\_

Water: \_\_\_\_\_

Security: \_\_\_\_\_

Pest Control: \_\_\_\_\_

Pool Service: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

### Cost to Run Home Office Only (see reminder below)

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

This would include any expense for items used solely for your office, paid for with personal funds. This **DOES NOT** include items paid out of the business account (those should be listed on the previous page under business expenses).

