



## 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 <small>Please Specify:</small> <input type="checkbox"/> Product <input type="checkbox"/> Service
Mailing Address		City, State
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)

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

# Small Business Expense Information

## Business Income by Category

Business Revenue	Amount
From Credit Cards (attach 1099-K)	_____
From Other Sources (cash, check, etc.)	_____
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 (for resale)	_____
Direct Labor	_____
Wages/Salaries	_____
Subcontractors (attach 1099s)	_____
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
Laptop Computer	04/15/2025	792.76	N/A	N/A
Cell Phone	07/02/2021	199.00	07/01/2025	100.00
Desk	10/12/2016	425.00	08/03/2025	325.00

Estimated Taxes (Form 1040-ES)	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	
Example Category	\$1,000.00	
Accounting		Office Expense
Advertising		Office Supplies
Auto Expenses		Office Rent
Fuel		Other Rent
Interest		Equipment
Insurance		Other
Repair		Repairs & Maintenance
Maintenance		Taxes, Fees, & Licenses
Registration		Sales Tax
Bank Fees		Payroll Tax
Service Charges		Property Tax
Merchant Fees		Fees
Dues & Subscriptions		Licenses
Employee Expenses		Travel
Expense Reimbursement		Airfare
Retirement Plan Matching		Hotel & Related
Other _____		Car Rental
Insurance		Meals
General Liability		Office Parties/Functions
Health		Telephone/Computer Services
Dental		Land Lines
Disability		Cell Phones
Workers' Compensation		Internet
E&O		Cable
Interest		Utilities
Mortgage on Owned Office		Electric
Credit Card		Gas
Business Loans		Water
Other _____		Other _____
Legal Expense		Wages (not included in cost of sales) _____
		Other _____
		_____
		_____
		Total Annual Expenses _____



## 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).



## Auto Expenses for Self-Employed

## Business Mileage Questions

	Auto #1	Auto #2
Total Miles Driven this Year		
Business Miles Driven		
Personal Miles Driven		
<i>Was another vehicle available for personal use?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Is usage documented?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Will you provide BCS with documentation?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Note:** remember that commuting to and from your office is NOT deductible.

	Auto #1	Auto #2
Description of Car		
Name of Driver		
Cost or Other Basis		
Date Placed in Service		
License, Taxes, and Fees		
Interest on Auto Loan		
Gas, Oil, Lubrication, etc.		
Business Parking and/or Tolls		
Tires, repairs, etc.		
Motor Club Dues		
Other (Please Attach List)		
<i>Did you trade an auto used for business this year?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do you have records to justify these deductions?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Mileage Log