

# BUSINESS CLIENT QUESTIONNAIRE - 2019

## Section 1: GENERAL INFORMATION (Must be completed by all clients)

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Location Address (if different): \_\_\_\_\_

Physical Location Address (if different): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Do you check your email on a regular basis? Yes No If yes, may we use this method of communicating with you?

If yes, please complete the email address to use: \_\_\_\_\_

## Section 2: PARTNER/SHAREHOLDER INFORMATION (Partnerships & Corporations ONLY)

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Did your company make any changes to partners or shareholders? If no, skip Section 2. If Yes, answer questions in Section 2</b>
<input type="checkbox"/>	<input type="checkbox"/>	Partner(s)/Shareholder(s) were removed If Yes, list name(s) _____
<input type="checkbox"/>	<input type="checkbox"/>	Partner(s)/Shareholder(s) were added If Yes, list name(s) _____
<input type="checkbox"/>	<input type="checkbox"/>	Partner(s)/Shareholder(s) ownership percentage changed If Yes, list name(s) and new ownership %: _____

## Section 3: PAYROLL INFORMATION

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Did your company run a payroll at any time during 2019? If no, skip Section 3. If Yes, answer question in Section 3</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did someone else, besides our firm, process your payroll reports? If yes, provide the following reports/information: <ul style="list-style-type: none"><li>• Quarterly/Monthly reports which may include: 941, ODFJS, IT-501, SD-101, and cities</li><li>• Year-end reports which may include: W-3, W-2s, 940, 943, IT-941, SD-141, City reconciliations</li></ul>

## 4: INVENTORY

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Did your company keep an inventory in 2019? If no, skip Section 4. If Yes, answer question in Section 4</b>
		What was the ending inventory balance as of 12/31/2019? \$ _____

## Section 5: 1099's

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Did your company make any payments that would require you to prepare 1099s? If no, skip Section 5. If Yes, answer question in Section 5</b> (If uncertain, refer to 1099 informational document provided)
<input type="checkbox"/>	<input type="checkbox"/>	Do you need our firm to prepare your 1099's? If yes, provide information to our office by 1/15/2020. If no, please provide copies of your 1096 and 1099s.

**Please remember: 1099's not prepared but eligible expenses are documented, by tax law, our firm cannot allow those expenses which will increase taxable income.**

**Section 6: LOANS**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Did your company have any loans during 2019? If no, skip Section 6. If Yes, answer question in Section 6
<input type="checkbox"/>	<input type="checkbox"/>	Did you acquire new loans during 2019? If yes, provide the loan documents.
<input type="checkbox"/>	<input type="checkbox"/>	Are there prior loans with an unpaid balance as of 12/31/19? If yes, provide document to show 12/31/19 balance for all open loans.

**Section 7: CREDIT CARDS**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Did your company use credit cards during 2019? If no, skip Section 7. If Yes, answer questions in Section 7
<input type="checkbox"/>	<input type="checkbox"/>	Did any credit card account have a balance on 12/31/2019? If yes, provide the credit card statements that show the balance in December 2019 AND January 2020 for each account.
<input type="checkbox"/>	<input type="checkbox"/>	Are all credit cards used for business transactions only? If no, were personal transactions recorded to an equity account or excluded from your total business expenses? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section 8: EQUIPMENT**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Did your company purchase or sell any equipment/assets during 2019? If no, skip Section 8. If Yes, answer questions in Section 8
<input type="checkbox"/>	<input type="checkbox"/>	Did you purchase any large equipment/furniture/vehicles/buildings or make any building improvements? If yes, confirm items have been identified in "memo" field of QuickBooks or provide itemized sales receipts or documents
<input type="checkbox"/>	<input type="checkbox"/>	Did you sell any large equipment/furniture/vehicles/buildings? If yes, confirm items have been identified in "memo" field of QuickBooks or provide itemized sales receipts or documents
<input type="checkbox"/>	<input type="checkbox"/>	Was any item, indicated above, used for personal reasons? If yes, provide details.
<input type="checkbox"/>	<input type="checkbox"/>	Do you have any asset items that are scrapped or obsolete? If yes, provide details.

**Section 9: LIFE INSURANCE**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Does the company own a life insurance policy on any of the shareholders?

**Section 10: OTHER**

Please provide bank statements for all business accounts for 12/31/19 and 1/31/20:

**Section 11: QUICKBOOKS USERS**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Did your company use QuickBooks for your 2019 record keeping? If no, skip Section 11. If Yes, answer questions in Section 11
<input type="checkbox"/>	<input type="checkbox"/>	Did your company use QuickBooks Online? If yes, have you assigned our firm as your Accountant in the setup? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please assist us in setting this up.)
<input type="checkbox"/>	<input type="checkbox"/>	Did your company use the desktop version of QuickBooks? If yes, indicate which year you currently use: _____ OR <input type="checkbox"/> Our file is stored on Trapp-Online
<input type="checkbox"/>	<input type="checkbox"/>	Have you set the closing date of 12/31/2019 and password of CPA in your QuickBooks program? If no, please contact office for assistance.

**Instructions for QuickBooks DESKTOP users ONLY:**

- If not done already in your file, please create a new user for our firm to use when logging in or change password to:  
User Name: CPA New User Password: CPA2019! Please make security assignment "External Accountant"
- Create an Accountant's Copy of your file. Set the dividing date as 1/31/2020. Contact our office for assistance.  
Use any of the following methods:  
Create and save to a flash drive  
Create and save to your computer; attach file to e-mail (office@swartzcomapnycpa.com)  
Create and send using Intuit's *Send to Accountant* function. Set the internet transfer password as CPA2019!