BUSINESS CLIENT QUESTIONNAIRE

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

YES	NO	
☐	☐	**Did your company make any changes to partners or shareholders? If no, skip Section 2. If Yes, answer questions in Section 2**
☐	☐	Partner(s)/Shareholder(s) were removed **If Yes, list name(s)** ____________________________________
☐	☐	Partner(s)/Shareholder(s) were added **If Yes, list name(s)** ____________________________________
☐	☐	Partner(s)/Shareholder(s) ownership percentage changed **If Yes, list name(s) and new ownership %**: ____________________________________

Section 3: PAYROLL INFORMATION

YES	NO	
☐	☐	**Did your company run a payroll at any time during 2017? If no, skip Section 3. If Yes, answer question in Section 3**
☐	☐	Did someone else, besides our firm, process your payroll reports? **If yes, provide the following reports/information**: • Quarterly/Monthly reports which may include: 941, ODFJS, IT-501, SD-101, and cities • Year-end reports which may include: W-3, W-2s, 940, 943, IT-941, SD-141, City reconciliations

4: INVENTORY

YES	NO	
☐	☐	**Did your company keep an inventory in 2017? If no, skip Section 4. If Yes, answer question in Section 4**
		What was the ending inventory balance as of 12/31/2017? $ ____________________________

Section 5: 1099's

YES	NO	
☐	☐	**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** (If uncertain, refer to 1099 informational document provided)
☐	☐	Do you need our firm to prepare your 1099's? If yes, provide information to our office by **1/15/2018**. If no, please provide copies of your 1096 and 1099s.

Please remember, if 1099's are 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	
☐	☐	**Did your company have any loans during 2017? If no, skip Section 6. If Yes, answer question in Section 6**
☐	☐	Did you acquire new loans during 2017? **If yes, provide the loan documents**.
☐	☐	Are there prior loans with an unpaid balance as of 12/31/17? **If yes, provide document to show 12/31/17 balance for all open loans.**

Section 7: CREDIT CARDS		
YES	NO	
☐	☐	**Did your company use credit cards during 2017? If no, skip Section 7. If Yes, answer questions in Section 7**
☐	☐	Did any credit card account have a balance on 12/31/2017? **If yes, provide the credit card statements that show the balance in December 2017 AND January 2018 for each account.**
☐	☐	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 ☐ No ☐

Section 8: EQUIPMENT		
YES	NO	
☐	☐	**Did your company purchase or sell any equipment/assets during 2017? If no, skip Section 8. If Yes, answer questions in Section 8**
☐	☐	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**
☐	☐	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**
☐	☐	Was any item, indicated above, used for personal reasons? **If yes, provide details.**
☐	☐	Do you have any asset items that are scrapped or obsolete? **If yes, provide details.**

Section 9: LIFE INSURANCE		
YES	NO	
☐	☐	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 12/31/17 and 1/31/18:

Section 11: QUICKBOOKS USERS		
YES	NO	
☐	☐	**Did your company use QuickBooks for your 2017 record keeping? If no, skip Section 11. If Yes, answer questions in Section 11**
☐	☐	Did your company use QuickBooks On-line? If yes, have you assigned our firm as your Accountant in the setup? Yes ☐ No ☐ (Please assist us in setting this up.)
☐	☐	Did your company use the desktop version of QuickBooks? **If yes, indicate which year you currently use: _______ OR** ☐ Our file is stored on Trapp-Online
☐	☐	Have you set the closing date of 12/31/2017 and password of CPA in your QuickBooks program? **If no, please contact office for assistance.**

Instructions for QuickBooks ***DESKTOP*** users ONLY:

1. If not done already in your file, please create a new user for our firm to use when logging in:

   User Name: **CPA** User Password: **CPA2017!** Please make security assignment "**External Accountant**"

2. Create an Accountant's Copy of your file. Set the dividing date as **1/31/2018**. 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@swartzrogerscpa.com)

   Create and send using Intuit's *Send to Accountant* function. Set the internet transfer password as **CPA2017!**