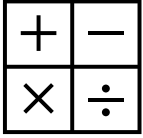
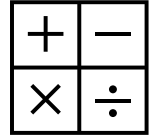


Tax Strategies, Inc.

www.mytaxstrategies.com



Business Questionnaire 2020



Customer Name: _____

Date: _____

(Do you wish to be contacted by email? YES NO)

Company Information

Business Name: _____

Drop Date: _____

Type of Business (tick one)

Home Phone _____

Partnership

Mobile Phone _____

S-Corporation

Email _____

C-Corporation

Best time to contact _____

LLC

Business Start Date _____

Sole-Proprietor / Schedule C

If New:

Partners, Members or Officers: **Ownership %** **Circle One:**
Name: _____ SSN: _____ % _____ Present / New

Name: _____ SSN: _____ % _____ Present / New

Name: _____ SSN: _____ % _____ Present / New

Name: _____ SSN: _____ % _____ Present / New

Continue to next page →

STEP 1 The following items may affect your business tax return. Please answer carefully.

- 1) YES NO Has your address changed?
New address: _____
- 2) YES NO Did you pay the **\$800** estimated corporation tax payment? If yes, date: _____
If not, Tax Strategies could contact Franchise Tax Board to obtain information. Our fee is \$100.
- 3) YES NO Did this business collect any interest in a bank account?
- 4) YES NO Did you pay the **\$800** LLC fee?
If yes, date: _____
If not, Tax Strategies could contact Franchise Tax Board to obtain information. Our fee is \$100.
- 5) YES NO Did you file the bi-annual LLC Statement of Information this year?
If not, Tax Strategies could contact Franchise Tax Board to obtain information. Our fee is \$25.
- 6) YES NO Did you file the Statement of Information for your corporation this year?
If not, Tax Strategies could contact Franchise Tax Board to obtain information. Our fee is \$25.
- 7) YES NO Did you lease, rent or bought your office?
- 8) YES NO Did you buy any equipment over \$1,000 for your office or business?
- 9) YES NO Did you pay anyone \$600 and over for services performed? If yes, were 1099's sent to contractors?
- 10) YES NO Were all 1099's received under the Company Name and EIN or Your Name and Social?
- 11) YES NO Is the business on a calendar year?
If not, Start date: _____ End date: _____
- 12) YES NO Did you buy or lease a vehicle for business purpose?
If yes, provide vehicle purchase contact.

STEP 2 **Business Income** (See also STEP 6, STEP 7, and STEP 8)
If more than one farm activity or business, list income, and expenses separately for each.

Business Activity/Product: _____

Business Name: _____

Did you begin or end the business in 2020? Begin End N/A

Gross Receipts (provide all Forms 1099-MISC, 1099-NEC, and 1099-K)¹\$ _____

Inventory-Beginning of Year.....\$ _____

Merchandise Purchases.....\$ _____

Labor, Materials, and Other Costs of Inventory.....\$ _____

Inventory-End of Year.....\$ _____

Did you make any payments requiring Form 1099 be filed?^{1, 2}..... YES NO

If yes, did you file Forms 1099?..... YES NO

¹ Virtual currency receipts or payments must be reported.
² Generally, payments of \$600 or more made to individuals and noncorporate entities on the course of a trade or business must be reported. Common examples are payments for non-employee compensation and rent.

STEP 3 Business Travel and Meal Expenses

Travel expenses are deductible if you travelled away from home overnight on business. Business meals when not travelling are also deductible (subject to limits), provided you have records showing date, amount, persons present, and business purpose.

Use correct column →	Business	Business Rental Activity
Travel:		
Aeroplane, Train, Taxi, Auto Rental.....	\$ _____	\$ _____
Meals.....	_____	_____
Lodging.....	_____	_____
Telephone/Internet Connection.....	_____	_____
Cleaning & Washing.....	_____	_____
Baggage & Shipping.....	_____	_____
Other: _____	_____	_____
Meals Not Associated with Travel.....		

STEP 4 Business and Rental Expenses

Do you qualify for business use of home deductions? YES <input type="radio"/> NO <input type="radio"/>	If yes, attach list of expenses related to home. Do not duplicate below. Business sq. ft. Total sq. ft. Part of home used for business:
---	--

Use correct column →	Business ¹	Business Rental Activity ¹
Advertising.....	\$ _____	\$ _____
Cleaning and Maintenance.....	_____	_____
Commissions and Fees Paid.....	_____	_____
Contract Labor.....	_____	_____
Employee Benefit Programme (include health insurance for employees).....	_____	_____
Insurance (not including health).....	_____	_____
Interest:		
• Mortgage (Form 1098).....	_____	_____
• Other Interest.....	_____	_____
Legal and Professional Fees.....	_____	_____
Licenses.....	_____	_____
Management Fees.....	_____	_____
Office Expenses.....	_____	_____
Pension/Profit-Sharing Plan Contributions made for Employees.....	_____	_____
Rent Paid:		
• Vehicles, Machinery, and Equipment.....	_____	_____
• Other Business Property.....	_____	_____
Repairs and Maintenance.....	_____	_____
Supplies.....	_____	_____
Taxes.....	_____	_____
Utilities.....	_____	_____
Wages Paid.....	_____	_____
Other Expenses (provide list).....	_____	_____

¹ If more than one business or rental property, provide information separately for each. **Business or rental assets purchases or sales.** Provide a separate schedule listing dates of purchase or sale, purchase/sales price, and property descriptions. Include copies of sales receipts or contracts if available.

STEP 5 Health Insurance and Retirement Plans for the Self-Employed

Insurance premiums paid: Health \$ _____ Long-Term Care \$ _____
Include premiums paid for yourself, spouse, dependants, and children under age 27, as well as Medicare premiums. Do not include any premiums for months self-employed person was eligible to participate under any subsidised employer's plan.

Contributions made to your SEP, SIMPLE, or qualified retirement plan for 2020. \$ _____

STEP 6 2020 Estimated Tax Payments¹

	Federal	Date Paid	State	Date Paid
Amount applied from 2019 overpayment, if any:				
First Quarter Payment Made.....				
Second Quarter Payments Made.....				
Third Quarter Payment Made.....				
Fourth Quarter Payment Made.....				

¹ Do not include withholding from Form W-2 or 1099 in estimated tax payments listed here.

STEP 7 Vehicle Expenses

- Commuting between your home and regular work location is not deductible.
- Commuting expenses for going between your home and a temporary work location *outside* the metropolitan area where you live and normally work are deductible. Travel expenses between your home and a temporary work location *within* your metropolitan area are not deductible unless either of the following tests are met:
 - You have one or more regular work locations away from your home or
 - Your home is your principal place of business
- There are two methods to determine the deduction for vehicles used for business: (1) actual expenses or (2) standard mileage rate (for 2020, 57.5¢ per mile).
- For each vehicle used for business, complete lines 1-6. If you know that you use the standard mileage allowance, ignore lines 7-13. If you had purchased this year *do not* use standard mileage allowance, provide a copy of the sales invoice.

Vehicle information	no.1	no.2
1) Total miles driven for corresponding tax year: Business - Commuting - Other Personal -	_____	_____
2) Vehicle description.....	_____	_____
3) Date vehicle was first used for business.....	_____	_____
4) Cost (cash paid, net of any trade allowance).....	_____	_____
Was the car traded in?.....	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
or lease payments (for the year)?.....	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
5) Interest paid on vehicle loan (self-employment only).....	_____	_____
6) Parking and Tolls.....	_____	_____
7) Gasoline, Oil, Lubrication.....	_____	_____
8) Repairs, Maintenance, Car Washes.....	_____	_____
9) Tires and Supplies.....	_____	_____
10) Insurance.....	_____	_____
11) Tags and Licences.....	_____	_____
12) Garage Rent.....	_____	_____
13) Other: _____	_____	_____
14) Sold in 2020?.....	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
If yes, date sold.....	_____	_____
15) If yes, provide sales price and any trade information.....	_____	_____