

GURIN & GURIN

2023 BUSINESS CHECKLIST

***** NEW CLIENTS: Please provide a copy of your prior year's federal, state and/or city tax returns *****

TAX RETURN DELIVERY

How would you like to receive your copy of the tax return (please check one only): PAPER COPY EMAIL COPY

PPP/EIDL/EIDG/OTHER

List amount(s) received from any of the following federal program(s):

Paycheck Protection Program (PPP) \$ _____
 Have you applied for PPP loan forgiveness? Yes No
 Economic Injury Disaster Loan (EIDL) \$ _____
 Economic Injury Disaster Grant (EIDG) \$ _____

Describe & list amount(s) received from any state/local grant or loan program:

DESCRIPTION	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____

ENTITY INFORMATION

Name _____ EIN/Tax ID _____
 dba _____
 Assumed Name _____ Date Began _____

ADDRESS (to be shown on tax return)

Street _____
 City _____
 State _____ Zip Code _____

MAILING ADDRESS (if different)

Street _____
 City _____
 State _____ Zip Code _____

PRIMARY CONTACT INFORMATION

Name _____
 Title _____
 Email _____
 Best PH _____

SECONDARY CONTACT INFORMATION

Name _____
 Title _____
 Email _____
 Best PH _____

OTHER INFORMATION

Company Phone _____ Company Fax _____
 Business Activity _____ Product/Service _____
 Year End _____ Website _____
 Accounting Method _____ Inventory Method _____
 Entity Type _____
 Was an election be to taxed as a Subchapter "S" corporation made? Yes No If "yes," provide effective date: _____
 Did the business make any payments in 2023 that would require it to file Form(s) 1099? Yes No
 Referred By _____

OWNER/OFFICER/MANAGER INFORMATION (list additional owners/officers/managers on Notes)

First _____	SSN _____	Birthdate _____
Last _____	Title _____	Ownership % _____
Address _____	City _____	ST _____ Zip _____
Best PH _____	Email _____	
First _____	SSN _____	Birthdate _____
Last _____	Title _____	Ownership % _____
Address _____	City _____	ST _____ Zip _____
Best PH _____	Email _____	

2023 INCOME & EXPENSES

REVENUE

Merchant Card & Third Party Payments (from Form 1099-K)	\$
Gross Receipts Not Included Above (including all other 1099s)	\$
Returns & Allowances	\$
Dividends	\$
Interest	\$
Gross Rents	\$
Gross Royalties	\$
Other Income	\$

COST OF GOODS SOLD

Beginning Inventory as of 01/01/2023 (At Cost)	\$
Merchandise Purchased	\$
Materials & Supplies	\$
Cost of Labor	\$
Officer(s) Compensation	\$
Other	\$
Ending Inventory as of 12/31/2023 (At Cost)	\$

EXPENSES

Accounting Fees	\$	Rent	\$
Advertising	\$	Repairs & Maintenance	\$
Bank Service Charges	\$	Small Tools & Equipment	\$
Cleaning	\$	Software Purchases	\$
Commissions	\$	Taxes - FUTA (include '23 Form 940)	\$
Dues & Publications	\$	Taxes - SUTA (include 1st-4th qtr '23 state unemployment forms)	\$
Gifts & Promotions	\$	Taxes - Medicare (include 1st-4th qtr '23 Forms 941)	\$
Insurance - Auto	\$	Taxes - Social Security (include 1st-4th qtr '23 Forms 941)	\$
Insurance - Health (Officer Only)	\$	Taxes - Personal Property	\$
Insurance - Health (Other)	\$	Taxes - Real Estate	\$
Insurance - Other	\$	Taxes - Sales	\$
Internet Fees	\$	Telephone Expense	\$
Interest Expense	\$	Travel Expense	\$
Legal Fees* (See Below)	\$	Utilities	\$
License & Fees	\$	Other	\$
Linen	\$		\$
Meals	\$		\$
Office Expense	\$		\$
Postage & Freight	\$		\$
Printing	\$		\$

CAPITAL EXPENDITURES (i.e. Improvements; Equipment)

Description	
Date in Service	Amount \$
Description	
Date in Service	Amount \$
Description	
Date in Service	Amount \$
Description	
Date in Service	Amount \$
Description	
Date in Service	Amount \$

AUTO

	VEHICLE 1	VEHICLE 2
Date Placed in Service		
Mileage		
- Total Miles (driven in 2023)	#	#
- Business Miles (driven in 2023)	#	#
Actual Expenses		
Base Price-Trade In+Sales Tax	\$	\$
Car Wash	\$	\$
Gasoline	\$	\$
Insurance	\$	\$
Interest	\$	\$
Lease Payments	\$	\$
Oil Changes	\$	\$
Parking Fees/Tolls	\$	\$
Registration	\$	\$
Repairs & Maintenance	\$	\$
Tires	\$	\$

Name _____

SSN/EIN _____ Amount \$ _____

Address _____

City _____ ST _____ Zip _____

Name _____

SSN/EIN _____ Amount \$ _____

Address _____

City _____ ST _____ Zip _____

2023 BALANCE SHEET

BANK BALANCE(S)

(Check with financial institution, if necessary)

Account Name _____			Account Name _____		
Type of Account _____			Type of Account _____		
Balance as of 01/01/2023 _____	\$		Balance as of 01/01/2023 _____	\$	
Balance as of 12/31/2023 _____	\$		Balance as of 12/31/2023 _____	\$	
Account Name _____			Account Name _____		
Type of Account _____			Type of Account _____		
Balance as of 01/01/2023 _____	\$		Balance as of 01/01/2023 _____	\$	
Balance as of 12/31/2023 _____	\$		Balance as of 12/31/2023 _____	\$	

BUSINESS LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan _____			Type of Loan _____		
Balance as of 12/31/2023 _____	\$		Balance as of 12/31/2023 _____	\$	
Interest Paid in 2023 _____	\$		Interest Paid in 2023 _____	\$	
Type of Loan _____			Type of Loan _____		
Balance as of 12/31/2023 _____	\$		Balance as of 12/31/2023 _____	\$	
Interest Paid in 2023 _____	\$		Interest Paid in 2023 _____	\$	

ACCOUNTS RECEIVABLE

Trade Notes & Accounts Receivable Balance as of 12/31/2023 \$ _____	Allowance for Bad Debts (\$ _____)
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AUTO LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan _____			Type of Loan _____		
Amt of Loan _____	\$		Amt of Loan _____	\$	
Balance as of 12/31/2023 _____	\$		Balance as of 12/31/2023 _____	\$	
Type of Loan _____			Type of Loan _____		
Amt of Loan _____	\$		Amt of Loan _____	\$	
Balance as of 12/31/2023 _____	\$		Balance as of 12/31/2023 _____	\$	

LOAN(S) TO COMPANY

LOANS TO SHAREHOLDER(S)/PARTNER(S)

DATE	NAME	AMOUNT	DATE	NAME	AMOUNT
1. / /	_____	\$	1. / /	_____	\$
2. / /	_____	\$	2. / /	_____	\$
3. / /	_____	\$	3. / /	_____	\$
4. / /	_____	\$	4. / /	_____	\$
5. / /	_____	\$	5. / /	_____	\$

LOAN PAYBACK TO SHAREHOLDER(S)/PARTNER(S)

LOAN PAYBACK TO COMPANY

DATE	NAME	AMOUNT	DATE	NAME	AMOUNT
1. / /	_____	\$	1. / /	_____	\$
2. / /	_____	\$	2. / /	_____	\$
3. / /	_____	\$	3. / /	_____	\$
4. / /	_____	\$	4. / /	_____	\$
5. / /	_____	\$	5. / /	_____	\$

NOTES

	FEDERAL	CIT	
1st Qtr (04/18/2023)	\$	\$	
2nd Qtr (06/15/2023)	\$	\$	
3rd Qtr (09/15/2023)	\$	\$	
4th Qtr (01/16/2024)	\$	\$	
2022 overpayment applied to 2023	\$	\$	

NOTES

Please list any questions or additional information you may have. If in response to a specific page, please reference page & item in question.

GURIN & GURIN, P.C. PRIVACY POLICY

We value and trust your confidence, and we want to assure that your personal information is kept completely confidential by our office. As a tax and accounting firm, we adhere to the highest level of professional and ethical responsibility and obligations to protect the confidentiality of all client information.

This *Privacy Policy* will help you understand what information we collect about you, the limited times we may share it with others and what measures we take to protect your privacy.

What Personal Information Do We Collect ?

In order to meet your needs in the course of tax preparation/planning and tax compliance engagements for you, we collect various types of personal information about you from the following sources:

- Information we receive from you in person, by telephone, mail or electronic mail through our website, on tax preparation worksheets and on other documents or forms we use in preparing your tax returns or providing other services for you. Such information includes, but is not limited to, your name, social security number, income, investment and other assets, and other tax and financial information about you;
- Information we receive from others about your transactions or relationships with them. Such information includes, but is not limited to, investment loan or banking activity, balances or account numbers, legal agreements and documents, and other information we gather in the course of providing services to you;
- Information we receive from you when your browser interacts with our website. This could include information transmitted on an Internet “cookie” such as a password to our site, your preferences on the site and your Internet Provider’s address; and
- Information we receive from a consumer reporting agency such as your credit history and outstanding loan balances.

Is Personal Information Shared With Others ?

We do not share personal information about you with anyone without your express written consent, except as permitted by law and as described below.

The law permits or requires disclosure in certain instances, such as if we must share information to protect against fraud, in response to a court subpoena, or as part of actual or threatened legal proceedings or alternate dispute resolution.

We may share information we collect (except for consumer reporting information which we do not disclose) to nonaffiliated companies which perform support services on our behalf (i.e. tax or data processing, transmission of electronic returns or data, records retention and mailing services). We **DO NOT** sell or otherwise disclose our client list or any of your information to outside companies for their marketing or solicitation use.

We may also share your information with other parties that help assure our compliance with professional accounting standards (i.e. peer review) or that conduct due diligence procedures.

How Do We Protect the Confidentiality & Security of Your Personal Information ?

Keeping your information confidential and secure is of utmost importance to us. We follow standard industry practices to actively protect the confidentiality, security and integrity of your personal information. We also maintain physical, electronic and procedural safeguards to protect your personal information. Our employees are bound by internal confidentiality policies and are subject to disciplinary action for any policy violations. And, we take appropriate precautions before sharing your information with any outside party.

Should you become an inactive client or should our relationship end, for whatever reason, we will continue to protect the confidentiality and security of your personal information in accordance with this *Privacy Policy*.

Our Pledge to You

As accountants, our professional ethical obligations and responsibilities have always demanded no less than the highest regard and duties for the confidentiality of your personal information and the security of your privacy. We will protect your personal information, use it only as necessary and perform our engagements so as to always maintain your trust and confidence in us.

Thank you for allowing us to be of service; we truly value our relationship with you. We hope you view our firm as your most trusted advisor, and we will work to continue earning that trust. Please call us anytime you have questions or if we may be of further service to you.

Gurin & Gurin P.C.