

GURIN & GURIN

2015 BUSINESS CHECKLIST

If mailing in or dropping off tax returns, complete the worksheet.
Please provide documents to substantiate all items of income, deductions and/or credits.

*** ATTN: NEW CLIENTS ***

PLEASE PROVIDE A COPY OF YOUR PRIOR YEAR'S FEDERAL, STATE & LOCAL INCOME TAX RETURNS

Business Name _____ EIN: _____

c/o Name _____ c/o Name _____

Street Address _____ Mailing Address _____

City/State/Zip _____ City/State/Zip _____

Business Activity _____ Product/Service _____

Accounting Method Cash Accrual Other Inventory Method Cost Lower of cost/mkt Other

Was an election be to taxed as a Subchapter "S" corporation made? Yes No If "yes," provide effective date: _____ / _____ / _____

Did the corporation or partnership make any payments in 2015 that would require it to file Form(s) 1099? Yes No

Information used, in part, to complete Corporate Minutes.

For more information, visit www.gurin-gurin.com & complete Corporate Minutes Questionnaire.

OFFICER(S)

BOARD OF DIRECTORS

PRESIDENT

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

VICE PRESIDENT

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

TREASURER

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

SECRETARY

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

2015 CORPORATION/PARTNERSHIP INCOME & EXPENSES

REVENUE

COST OF GOODS SOLD

Merchant Card & Third Party Payments (from Form 1099-K)	\$ _____	Beginning Inventory as of 01/01/2015 (At Cost)	\$ _____
Gross Receipts Not Included Above	\$ _____	Merchandise Purchased	\$ _____
Returns & Allowances	\$ _____	Materials & Supplies UNDER \$200 (per item)	\$ _____
Dividends	\$ _____	Materials & Supplies OVER \$200 (per item)	\$ _____
Interest	\$ _____	Cost of Labor	\$ _____
Gross Rents	\$ _____	Officer(s) Compensation	\$ _____
Gross Royalties	\$ _____	Other Costs: _____	\$ _____
Other Income	\$ _____	Ending Inventory as of 12/31/2015 (At Cost)	\$ _____

EXPENSES

Accounting Fees	\$ _____	Rent	\$ _____
Advertising	\$ _____	Repairs & Maintenance UNDER \$500 (per item)	\$ _____
Bank Service Charges	\$ _____	Repairs & Maintenance OVER \$500 (per item)	\$ _____
Cleaning	\$ _____	Small Tools & Equipment UNDER \$500 (per item)	\$ _____
Commissions	\$ _____	Small Tools & Equipment OVER \$500 (per item)	\$ _____
Dues & Publications	\$ _____	Software Purchases	\$ _____
Entertainment	\$ _____	Taxes - FUTA (include Form 940)	\$ _____
Gifts & Promotions	\$ _____	Taxes - SUTA (include 1st-4th Qtr '15 State Unemployment Forms)	\$ _____
Insurance - Auto	\$ _____	Taxes - Medicare (include 1st-4th Qtr '15 Forms 941)	\$ _____
Insurance - Health (Officer Only)	\$ _____	Taxes - Social Security (include 1st-4th Qtr '15 Forms 941)	\$ _____
Insurance - Health (Other)	\$ _____	Taxes - Personal Property	\$ _____
Insurance - Other	\$ _____	Taxes - Real Estate	\$ _____
Internet Fees	\$ _____	Taxes - Sales	\$ _____
Interest Expense	\$ _____	Telephone Expense	\$ _____
Legal Fees* (See Below)	\$ _____	Travel Expense	\$ _____
License & Fees	\$ _____	Utilities	\$ _____
Linen	\$ _____	Other: _____	\$ _____
Meals	\$ _____	_____	\$ _____
Office Expense	\$ _____	_____	\$ _____
Postage & Freight	\$ _____	_____	\$ _____
Printing	\$ _____	_____	\$ _____

AUTO

	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4
Date Placed in Service	/ /	/ /	/ /	/ /
Mileage:				
- Total Miles	# _____	# _____	# _____	# _____
- Business Miles	# _____	# _____	# _____	# _____
Actual Expenses:				
Base Price-Trade In+Sales Tax	\$ _____	\$ _____	\$ _____	\$ _____
Car Wash	\$ _____	\$ _____	\$ _____	\$ _____
Gasoline	\$ _____	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Interest	\$ _____	\$ _____	\$ _____	\$ _____
Lease Payments	\$ _____	\$ _____	\$ _____	\$ _____
Oil Changes	\$ _____	\$ _____	\$ _____	\$ _____
Parking Fees/Tolls	\$ _____	\$ _____	\$ _____	\$ _____
Registration	\$ _____	\$ _____	\$ _____	\$ _____
Repairs & Maintenance	\$ _____	\$ _____	\$ _____	\$ _____
Tires	\$ _____	\$ _____	\$ _____	\$ _____

IF YOU PAID AN ATTORNEY ANY MONEY IN 2015, YOU MUST ISSUE 1099

Name: _____ SSN/EIN: _____
 Address 1: _____ Address 2: _____
 City: _____ State: _____ Zip: _____

2015 CORPORATION/PARTNERSHIP BALANCE SHEET

BANK BALANCE(S)

(Check with financial institution, if necessary)

Account Name: _____	Account Name: _____
Type of Account: _____	Type of Account: _____
Balance as of 01/01/2015: \$ _____	Balance as of 01/01/2015: \$ _____
Balance as of 12/31/2015: \$ _____	Balance as of 12/31/2015: \$ _____

Account Name: _____	Account Name: _____
Type of Account: _____	Type of Account: _____
Balance as of 01/01/2015: \$ _____	Balance as of 01/01/2015: \$ _____
Balance as of 12/31/2015: \$ _____	Balance as of 12/31/2015: \$ _____

BUSINESS LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan: _____	Type of Loan: _____
Balance as of 12/31/2015: \$ _____	Balance as of 12/31/2015: \$ _____
Interest Paid in 2015: \$ _____	Interest Paid in 2015: \$ _____

Type of Loan: _____	Type of Loan: _____
Balance as of 12/31/2015: \$ _____	Balance as of 12/31/2015: \$ _____
Interest Paid in 2015: \$ _____	Interest Paid in 2015: \$ _____

ACCOUNTS RECEIVABLE

Trade Notes & Accounts Receivable Balance as of 12/31/2015 \$ _____	Allowance for Bad Debts (\$ _____)
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AUTO LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan: _____	Type of Loan: _____
Type of Loan: \$ _____	Type of Loan: \$ _____
Balance as of 12/31/2015: \$ _____	Balance as of 12/31/2015: \$ _____

Type of Loan: _____	Type of Loan: _____
Type of Loan: \$ _____	Type of Loan: \$ _____
Balance as of 12/31/2015: \$ _____	Balance as of 12/31/2015: \$ _____

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. / /	_____	\$ _____

*****NEW ASSET PURCHASES*****
(NEEDED FOR PPT - DUE 01/31/2015)

2015 ESTIMATED TAX PAYMENTS

DATE	DESCRIPTION	COST	FEDERAL	CIT
1. / /	_____	\$ _____	1st Qtr (04/15/2015) \$ _____	\$ _____
2. / /	_____	\$ _____	2nd Qtr (06/15/2015) \$ _____	\$ _____
3. / /	_____	\$ _____	3rd Qtr (09/15/2015) \$ _____	\$ _____
4. / /	_____	\$ _____	4th Qtr (01/15/2016) \$ _____	\$ _____
5. / /	_____	\$ _____	2014 overpayment applied to 2015 \$ _____	\$ _____

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.