

# GURIN & GURIN

## 2024 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 2024 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 _____	

## 2024 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 01/01/2024 (At Cost)	\$
Merchandise Purchased	\$
Materials & Supplies	\$
Cost of Labor	\$
Officer(s) Compensation	\$
Other	\$
Ending Inventory as of 12/31/2024 (At Cost)	\$

### EXPENSES

Accounting Fees	\$	Rent	\$
Advertising	\$	Repairs & Maintenance	\$
Bank Service Charges	\$	Small Tools & Equipment	\$
Cleaning	\$	Software Purchases	\$
Commissions	\$	Taxes - FUTA (include '24 Form 940)	\$
Dues & Publications	\$	Taxes - SUTA (include 1st-4th qtr '24 state unemployment forms)	\$
Gifts & Promotions	\$	Taxes - Medicare (include 1st-4th qtr '24 Forms 941)	\$
Insurance - Auto	\$	Taxes - Social Security (include 1st-4th qtr '24 Forms 941)	\$
<b>Insurance - Health (Officer Only)</b>	\$	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 2024)	#	#
- Business Miles (driven in 2024)	#	#
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 \_\_\_\_\_

## 2024 BALANCE SHEET

### BANK BALANCE(S)

*(Check with financial institution, if necessary)*

Account Name _____		Account Name _____	
Type of Account _____		Type of Account _____	
Balance as of 01/01/2024 _____	\$ _____	Balance as of 01/01/2024 _____	\$ _____
Balance as of 12/31/2024 _____	\$ _____	Balance as of 12/31/2024 _____	\$ _____
Account Name _____		Account Name _____	
Type of Account _____		Type of Account _____	
Balance as of 01/01/2024 _____	\$ _____	Balance as of 01/01/2024 _____	\$ _____
Balance as of 12/31/2024 _____	\$ _____	Balance as of 12/31/2024 _____	\$ _____

### BUSINESS LOAN BALANCE(S)

*(Check with financial institution, if necessary)*

Type of Loan _____		Type of Loan _____	
Balance as of 12/31/2024 _____	\$ _____	Balance as of 12/31/2024 _____	\$ _____
Interest Paid in 2024 _____	\$ _____	Interest Paid in 2024 _____	\$ _____
Type of Loan _____		Type of Loan _____	
Balance as of 12/31/2024 _____	\$ _____	Balance as of 12/31/2024 _____	\$ _____
Interest Paid in 2024 _____	\$ _____	Interest Paid in 2024 _____	\$ _____

### ACCOUNTS RECEIVABLE

Trade Notes & Accounts Receivable Balance as of 12/31/2024 \$ _____	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 12/31/2024 _____	\$ _____	Balance as of 12/31/2024 _____	\$ _____
Type of Loan _____		Type of Loan _____	
Amt of Loan _____	\$ _____	Amt of Loan _____	\$ _____
Balance as of 12/31/2024 _____	\$ _____	Balance as of 12/31/2024 _____	\$ _____

### 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 (04/15/2024)	\$ _____	\$ _____	
2nd Qtr (06/17/2024)	\$ _____	\$ _____	
3rd Qtr (09/16/2024)	\$ _____	\$ _____	
4th Qtr (01/15/2025)	\$ _____	\$ _____	
2023 overpayment applied to 2024	\$ _____	\$ _____	

# 2024 NOTES

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

## 2024 INDIVIDUAL CHECKLIST

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.