

**DAVID C. BRYANT, CPA**  
**2021 BUSINESS TAX RETURN - CHECKLIST/ACKNOWLEDGEMENT**

In order to complete the business portion of your tax return we will need the following:

- Signed 2022 Engagement Letter returned to our office.
- Complete record of 2021 year accounting/bookkeeping, presented in one of the following formats below:
  1. If your financial records are kept in QuickBooks: Please provide a QuickBooks accountant backup file along with User ID \_\_\_\_\_ & Password \_\_\_\_\_ with information entered through year-end. Please go to [www.davidcbryantcpa.com](http://www.davidcbryantcpa.com) and upload QuickBooks file through our portal.
  2. A printed income statement/profit and loss and balance sheet.
  3. If no formal financial statements are available, please provide check stubs, cash receipts, bank statements, credit card statements, loan documents, etc. Based on the information given, we will create a profit and loss and balance sheet for you.
  4. If you are a bookkeeping client: Please provide all documents, up to 12/31/21, for us to complete your accounting records, including bank/credit card/loan statements, checks, business reports, etc.
- ⇒ If you are providing #1 or #2, please follow guidelines for acceptable financial records listed below:
  - A list of all transactions are included in documentation to ensure accuracy (business deposits/income, business checks/expenses, credit card purchases and payments, personal funds used, etc.).
  - Bank statements and credit card statements are reconciled through the end of the year (matching receipts/purchases to statements, enter missing items, verify beginning and ending balances of statements to documentation you are providing).
  - Loans are correctly recorded in register (principal and interest are separated into correct accounts).
  - Fixed assets purchased for the year are recorded correctly (assets to record are purchases that will be used for more than one year).
- Copy of the bank statement and bank reconciliation for *ALL* bank accounts for the last month of the tax year.
- Copy of *ALL* loan, line of credit, or credit card statements for the last month of the tax year.
- Copy of invoices for purchases of *ALL* machinery, equipment, or furniture for use for over a year over \$500.
- Please provide a copy of a fixed asset listing as of year end. Your 2020 taxes may have included this.
- Payroll reports: copy of year-to-date summary reports, W-2s issued to employees, and W-3 summary. *This will not apply to clients we provide payroll services for!*
- Copy of *ALL* new or changed capital lease/loan agreements entered in 2021. *This includes shareholder/officer loan agreements including interest rates and loan repayment terms.*
- Work in progress list, if applicable (*usually applies to construction businesses*).
- Copy of business questionnaire filled out completely and returned to our office.

***By signing below, you verify you have read, understood, and/or answered the following:***

- ***Business Questionnaire***
- ***Above Acknowledgement***

***You also verify that to the best of your knowledge, you have provided all required items and all data given to David C. Bryant, CPA may be used in preparation of your 2021 business income tax return.***

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**DAVID C. BRYANT, CPA**  
**2021 BUSINESS TAX RETURN QUESTIONNAIRE**

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Please answer the following questionnaire for income tax purposes:

⇒ Do you need us to prepare any 1099s/1096s for 2021?  YES  NO

⇒ Please list vehicles below with year, model, make:

<b>Business Owned</b>	<b>Mileage for year</b>	Is there a mileage log that can be provided?
.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
.....		

<b>Personal Owned with business % usage</b>	<b>Mileage for year</b>	Is there a mileage log that can be provided?
.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
.....		

⇒ Did you purchase a vehicle in 2021?  YES  NO  
If YES, is it included in list below?  YES  NO

⇒ How many hours do you work in your business?  
*Please provide weekly average hours.* .....

⇒ Does your spouse work in the business?  YES  NO  
*If YES and you are NOT paying them for their work, please be aware that we may have to split income/expenses between you and your spouse OR consider you a partnership to comply with the IRS.*

⇒ Did you operate in another state in 2021?  YES  NO  
(Employees or subcontractors paid in another state, sell goods or services in another state, etc.)

⇒ Did you have a physical presence in another state in 2021?  YES  NO  
(Rent space, have an agent selling goods or services in that state, etc.)

⇒ Does the company have a health insurance plan?  YES  NO  
⇒ Plan is titled in name of:  Company  Shareholder/Member  
⇒ Premiums are:  Paid by business  Reimbursed by business

⇒ Does the company have a Retirement/Pension/Profit Sharing?  YES  NO  
⇒ Type of plan:  SIMPLE  SEP  401K  
⇒ Amount / % of employer match: .....

⇒ Please provide separate listing of eligible employees.

⇒ Ending Inventory Count if applicable:.....  
⇒ Supplies \_\_\_\_\_ Resale \_\_\_\_\_

⇒ Are you an officer, director, or shareholder of a foreign corporation, foreign-owned U.S. corporation, or foreign corporation engaged in a U.S. trade or business?  YES  NO  
⇒ Did ownership or business structure change during the year  YES  NO  
(Ex: Partner sold interest, changed from sole proprietor to S-Corporation, etc.)

**DAVID C. BRYANT, CPA**  
**2021 BUSINESS TAX RETURN QUESTIONNAIRE *CONTINUED***

⇒ **If self-employed**, do you have an office you use **exclusively** for business in your home?       YES  NO  
*If YES, please provide square footage of office..... AND square footage of total home.....*  
*Also, please provide all related expenses for home (insurance, utility expense, etc.)*

⇒ **If you are an S-Corporation or Partnership**,  
Did you hold an annual meeting and keep minutes?       YES  NO

⇒ **If you are an S-Corporation or Partnership**,  
Do you pay business expenses with personal funds?       YES  NO  
*If YES, do you get reimbursed for these expenses through the business?*       YES  NO

**2021 COVID-19 QUESTIONS**

⇒ **Did you receive COVID-19 Financial Aid?**       YES  NO

⇒ If yes, what type of aid?     PPP Loan     ERTC Credit     EIDL Loan     MD Grant(s)     Other  
If other, what did you receive?

⇒ Also, if yes to the above, please provide ALL documentation referencing Financial Aid.  
This includes, but is not limited to, the following:

- Application Submitted
- Disbursement Date & Record of Disbursement (Bank Statement, Copy of Deposited Check, etc.)
- Promissory Note/Loan Document Stating Terms (Loan Amount, Interest Rate, etc.)
- Any Amounts Paid Back

⇒ If you received the PPP Loan, did you apply for Forgiveness?       YES  NO  
⇒ If no, did you want David C. Bryant, CPA's help to apply?       YES  NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date