

**DAVID C. BRYANT, CPA
2023 BUSINESS TAX RETURN CHECKLIST
NEW CLIENTS**

These items will be verified when dropped off, so please make sure you have everything!

Date Rec'	Responsible Party	Requested Item
<input type="checkbox"/>	Client	2023 Signed Engagement Letter
<input type="checkbox"/>	Client	Complete record of 2023 year accounting/bookkeeping in format below:
⇒ QuickBooks Desktop File: Please provide an Accountant's Copy along with the version year _____, user ID _____, and password _____. Please have all information entered through year-end. Once completed, go to www.davidcbryantcpa.com and upload the account's copy file through our portal.		
PLEASE NOTE: We no longer support QuickBooks 2020 or prior (<i>we recommend upgrading to the current year</i>). If that is what you use, please provide printed copies of the Profit & Loss and Balance Sheet for the year ending 12/31/2023.		
⇒ QuickBooks Online: Please send an accountant invite to taxinfo@davidcbryantcpa.com . (Please disregard if you have previously granted this account access.)		
<input type="checkbox"/>	Client	Copy of 12/31/23 Bank Statement(s)
<input type="checkbox"/>	Client	Copy of 12/31/23 Credit Card Statement(s)
<input type="checkbox"/>	Client	Copy of 12/31/23 Loan Statement(s)
<input type="checkbox"/>	Client	Any new vehicle loans, credit lines, business loans, etc.
<input type="checkbox"/>	Client	Payroll Reports: copy of year-to-date summary reports showing outstanding liabilities, W-2s issued to employees, and W-3 summary.
<input type="checkbox"/>	Client	Any 1099s received for services provided to customers.
<input type="checkbox"/>	Client	Any 1099s given for services performed by vendors.
<input type="checkbox"/>	Client	Fixed asset list/depreciation schedule (if applicable).
<input type="checkbox"/>	Client	2023 Business Acknowledgement (provided with this checklist)
<input type="checkbox"/>	Client	2023 Business Questionnaire (provided with this checklist)

FOR ACCOUNTANT'S USE ONLY

- | | | |
|---|--|--|
| <input type="checkbox"/> Restore Accountant's Copy | <input type="checkbox"/> Complete Permanent Notes | <input type="checkbox"/> Send Transfer/Change File |
| <input type="checkbox"/> Match 2022 Financials to Taxes | <input type="checkbox"/> Close out year in QB:
Set date as 12/31/2023 | <input type="checkbox"/> Complete PPT |

DAVID C. BRYANT, CPA
2023 BUSINESS TAX RETURN ACKNOWLEDGEMENT

It's important that you address each item on this list, as this acknowledgement is to make sure you understand what is needed for us to accurately complete your tax return.

- ⇒ If you are providing your own QuickBooks file and/or a Profit & Loss and Balance Sheet, we recommend you follow the guidelines below for completing acceptable financial records:
 - ⇒ Transactions recorded include 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 (principle & 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).

- ⇒ If you are **not** providing your own QuickBooks file and/or a Profit & Loss and Balance Sheet, David C. Bryant, CPA will provide financial statements based on the information given to us.

- ⇒ If you have opened and/or closed a bank account, credit card account, loan, line of credit, etc., please provide a copy of the last statement for the current 2023 tax year.

- ⇒ If you have obtained or changed a lease/loan agreement in 2023, please provide supporting documentation. *This includes shareholder/officer loan agreements including interest rates and loan repayment terms.*

- ⇒ If you have work in progress (usually applies to construction) please provide list/amounts.

- ⇒ If you have purchased new machinery, equipment, or furniture for use for over a year that cost over \$500, please provide invoice(s).

- ⇒ If you have received COVID-19 financial aid, please provide supporting documents.

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

- ***Tailored checklist***
- ***Fixed asset listing***
- ***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 2023 business income tax return.

Business Name

Signature

Date

DAVID C. BRYANT, CPA
2023 BUSINESS TAX RETURN QUESTIONNAIRE

Business Name: _____

All Owner Names and Titles: _____

Phone Number(s): _____

Email Address(es): _____

Business/Mailing Address: _____

Please answer the following questionnaire for income tax purposes:

⇒ Did ownership or business structure change in 2023? YES NO

If YES, please select a box below:

Partner Sold Interest Became S-Corporation (Election Date: _____)

Other: _____ (Date: _____)

⇒ Please provide average weekly hours worked in your business: _____

⇒ 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 2023? YES NO

(Employees/subcontractors paid in another state, sold goods or services in another state, etc.)

If YES, please provide a breakdown of sales by state.

⇒ Did you have a physical presence in another state in 2023? YES NO

(Rented space, had an agent selling goods or services in that state, etc.)

⇒ Does the company have a health insurance plan? YES NO

If YES, please answer questions below:

• Plan is titled in name of: Company Shareholder/Member

• Premiums are: Paid by business Reimbursed by business

⇒ Does the company have Retirement/Pension/Profit Sharing? YES NO

If YES, please provide a separate listing of eligible employees and copies of W2s/W3s (if we do not handle your payroll) and answer the questions below:

• Type of plan: SIMPLE SEP 401K

• Employer match (amount or %): _____

⇒ Ending inventory count by cost, if applicable: _____

⇒ 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

⇒ **If self-employed**, do you have an office **exclusively** for business in your home? YES NO

If YES, please provide square footage of office: _____ and total square footage of

home: _____. Also, please provide all related home expenses (insurance, utilities, etc.)

DAVID C. BRYANT, CPA
2023 BUSINESS TAX RETURN QUESTIONNAIRE *CONTINUED*

⇒ **If you are an S-Corporation or Partnership:**

• Did you hold an annual meeting and keep minutes? YES NO

• Do you pay business expenses with personal funds? YES NO

If YES, do you get reimbursed for these expenses through the business? YES NO

If YES, is this part of an accountable plan? YES NO

If NO, do you want us to draft the document to put this plan in place? YES NO

Without this document, reimbursements are NOT eligible business expenses and will be disallowed.

• Do you make monetary contributions to the business with personal funds? YES NO

⇒ **Did you pay back any Financial Aid?** YES NO

If YES, what type of aid? SBA Loan EIDL Loan Grant(s)

Also, if you answered YES to paying back, please provide ALL documentation referencing Financial Aid. This includes, but is not limited to, the following:

- *Promissory Note/Loan Document Stating Terms (Loan Amount, Interest Rate, etc.)*
- *Any Amounts Paid Back*

⇒ Do you have **business related** vehicle use? YES NO

If YES, please complete page 6.

If NO, please disregard page 6.

- **Please Note:** There are two methods used to determine the deduction used for business vehicle use: actual expenses, or mileage. Your vehicle expense will **not** be allowed by the IRS without adequate records/evidence verifying **business** use. Daily records provide the best protection in case of an audit (i.e., mileage logs, receipts, etc.).

Printed Name

Signature

Date

DAVID C. BRYANT, CPA
2023 BUSINESS TAX RETURN QUESTIONNAIRE *CONTINUED*

Vehicle Expense:

⇒ Do you have evidence to support business use? YES NO

If YES, is this evidence written? YES NO

⇒ Do you (or your spouse) have another vehicle available for personal use? YES NO

⇒ Did you purchase a vehicle in 2023? YES NO

If YES, please provide a copy of the sales invoice.

⇒ For each vehicle used for **business** purposes, please complete the questions below:

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
1) Ownership/Vehicle Title (Business Name or Personal)				
2) Vehicle Description:				
a) Year	_____	_____	_____	_____
b) Make	_____	_____	_____	_____
c) Model	_____	_____	_____	_____
3) Date vehicle was first used for business				
4) Cost (cash paid, net of any trade allowance)	\$ _____	\$ _____	\$ _____	\$ _____
a) Was car traded in?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Lease payments (for the year)	_____	_____	_____	_____
5) Total miles driven in 2023:				
a) Business	_____	_____	_____	_____
b) Commuting	_____	_____	_____	_____
c) Other Personal	_____	_____	_____	_____
6) Sold in 2023?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes:				
a) Date sold	_____	_____	_____	_____
b) Sales price/trade info.	\$ _____	\$ _____	\$ _____	\$ _____
If we complete your bookkeeping, please disregard questions 7-13.				
7) Interest paid on vehicle loan <i>(self-employed only)</i>				
8) Parking and tolls				
If you use the standard mileage allowance, <i>NOT</i> actual expenses, please disregard questions 9-13.				
9) Gasoline, oil, lubrication				
10) Repairs, maintenance, washes				
11) Insurance				
12) Tags and licenses				
13) Other: _____				