

2025 BUSINESS TAX QUESTIONNAIRE

Please answer each question as accurately as possible. The information you provide will help ensure the accuracy of your tax returns, thereby reducing the likelihood of audits, interest and penalties, and will assist in ensuring that you receive all deductions for which you are qualified.

Company Name

Federal ID Number

Company Address – to be used on the tax return

Your Name

Phone #

Email Address

Yes No TAX COMPLIANCE MATTERS

Have all W-2s, W-3s and 1099s been issued?

Did you maintain a mileage log for all vehicles used for business? If so, please provide

Do you have records to support business purposes for meals and travel expenses?

Do you maintain records to support business purposes for expense reimbursements to shareholders/members/partners and employees?

Do you have documentation to support charitable contributions?

Do you have EFTPS, MyTax Illinois, or other online tax payment accounts?
Please provide logins/passwords so we may clarify any issues

Do you have any overdue taxes? Payroll, sales, or business

Do you have any foreign income or a foreign bank account?

If your employees receive tips, were those tips reported as wages?

Did your business pay or incur any expenses to provide access to persons with disabilities?

Did you receive an EIDL loan from SBA? Provide activity and balance at year end

Did you receive financial assistance funds from any other sources?

Did you purchase fuel to operate business equipment or vehicles **off-road**?
Provide # gallons and type of fuel for off-road use

Did your company offer an employee pension plan in 2025?

(OVER)

Yes No TAX COMPLIANCE MATTERS - continued

- Will you offer a profit-sharing contribution on your Pension/401k plan?
- Did you start up a pension plan in 2025?
- Did your business offer health insurance benefits?
- Are there any credits or deductions related to your industry you qualify for?
- Please list all shareholders/partners/officers in your business, the office they hold and the approximate number of hours each works in the business each year

Yes No OTHER INFORMATION IMPACTING TAX PREPARATION

- Did you receive any letters or tax notices from the IRS or any other tax authorities?
- Did you change or add states where you operate or make sales?
- Did you operate or make sales in the City of St Louis?
- Did you engage in any new activities?
- Did you incur any theft or casualty losses during the year?
- Did you retire or sell any assets currently listed on the depreciation schedule?
- Did you purchase any single assets over \$2,500? Provide list with description, date and amount
- Did you engage in bartering or trading of goods or services during the year?
- Did you receive any debt forgiveness?
- Did you have any uncollectible accounts?
- Did you refinance or restructure debt?
- Did you have any major repairs performed on equipment, property or facilities?
- Did you construct a manufacturing facility in 2025 or are you planning one in the future?
- Did you loan money to officers, members or shareholders? Provide copy of note
- Did the company repay any loans to owners?
- Did the company pay life insurance premiums for officers or employees?
- Were there any ownership changes in 2025?
- Were there any changes in officers or directors in 2025?
- Are there any other matters we should be aware of?

Please make sure that you provide us with the following information:

Copies of W-2, W-3 and 1099s (if we did not prepare them)

Login and passwords for your EFTPS, MyTax Illinois and any other online tax accounts so that we can easily clarify issues – even if you provided last year as passwords are subject to change

QuickBooks desktop login, passwords, and the version for your backup file

If you use QB Online, please send us an invitation if we are not already connected to your file

Loan, line of credit, and credit card statements as of 12/31 and interest for the year

Copies of invoices for any single item asset purchases over \$2,500 – vehicles, equipment, furniture, fixtures, or improvements

If your company operates in multiple states, please provide a breakdown of sales and wages by location

Monthly statements for all bank accounts.

I have compiled the information provided and answers contained in this document. I certify that the information is complete and correctly reflects my business operations for the 2025 tax year.

Officer Signature

Date