

2023 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):		Describe & list amount(s) received from any state/local grant or loan program:	
Paycheck Protection Program (PPP)	\$ _____	DESCRIPTION	AMOUNT
Have you applied for PPP loan forgiveness?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	\$ _____
Economic Injury Disaster Loan (EIDL) Economic Injury Disaster Grant (EIDG)	\$ _____	_____	\$ _____
	\$ _____	_____	\$ _____

ENTITY INFORMATION

Name _____ EINTax ID _____
 dba _____
 Assumed Name _____ Date Begun _____

ADDRESS (to be shown on tax return)

MAILING ADDRESS (if different)

Street _____
 City _____
 State _____ Zip Code _____

Street _____
 City _____
 State _____ Zip Code _____

PRIMARY CONTACT INFORMATION

SECONDARY CONTACT INFORMATION

Name _____
 Title _____
 Email _____
 Best PH _____

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 2023 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 _____	

2023 INCOME & EXPENSES

REVENUE		COST OF GOODS SOLD	
Merchant Card & Third Party Payments (from Form 1099-K)	\$	Beginning Inventory as of 01/01/2023 (At Cost)	\$
Gross Receipts Not Included Above (including all other 1099s)	\$	Merchandise Purchased	\$
Returns & Allowances	\$	Materials & Supplies	\$
Dividends	\$	Cost of Labor	\$
Interest	\$	Officer(s) Compensation	\$
Gross Rents	\$	Other _____	\$
Gross Royalties	\$	_____	\$
Other Income	\$	Ending Inventory as of 12/31/2023 (At Cost)	\$

EXPENSES			
Accounting Fees	\$	Rent	\$
Advertising	\$	Repairs & Maintenance	\$
Bank Service Charges	\$	Small Tools & Equipment	\$
Cleaning	\$	Software Purchases	\$
Commissions	\$	Taxes - FUTA (include '23 Form 940)	\$
Dues & Publications	\$	Taxes - SUTA (include 1st-4th qtr '23 state unemployment forms)	\$
Gifts & Promotions	\$	Taxes - Medicare (include 1st-4th qtr '23 Forms 941)	\$
Insurance - Auto	\$	Taxes - Social Security (include 1st-4th qtr '23 Forms 941)	\$
Insurance - Health (Officer Only)	\$	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) License & Fees	\$	Utilities	\$
Linen	\$	Other _____	\$
Meals	\$	_____	\$
Office Expense	\$	_____	\$
Postage & Freight	\$	_____	\$
Printing	\$	_____	\$

CAPITAL EXPENDITURES (i.e. Improvements; Equipment)		AUTO	
Description _____		VEHICLE 1	VEHICLE 2
Date in Service _____	Amount \$ _____	Date Placed in Service _____	
Description _____		Mileage	
Date in Service _____	Amount \$ _____	- Total Miles (driven in 2023) # _____	# _____
Description _____		- Business Miles (driven in 2023) # _____	# _____
Date in Service _____	Amount \$ _____	Actual Expenses	
Description _____		Base Price-Trade In+Sales Tax	\$ _____
Date in Service _____	Amount \$ _____	Car Wash	\$ _____
Description _____		Gasoline	\$ _____
Date in Service _____	Amount \$ _____	Insurance	\$ _____
Description _____		Interest	\$ _____
Date in Service _____	Amount \$ _____	Lease Payments	\$ _____
Description _____		Oil Changes	\$ _____
Date in Service _____	Amount \$ _____	Parking Fees/Tolls	\$ _____
Description _____		Registration	\$ _____
Date in Service _____	Amount \$ _____	Repairs & Maintenance	\$ _____
Description _____		Tires	\$ _____
Date in Service _____	Amount \$ _____		

Name _____	Name _____
SSN/EIN _____	SSN/EIN _____
Address _____	Address _____
City _____ ST _____ Zip _____	City _____ ST _____ Zip _____

2023 BALANCE SHEET

BANK BALANCE(S)

(Check with financial institution, if necessary)

Account Name _____ Type of Account Balance _____ as of 01/01/2023 \$ _____ Balance as of 12/31/2023 \$ _____	Account Name _____ Type of Account _____ Balance as of 01/01/2023 \$ _____ Balance as of 12/31/2023 \$ _____
Account Name _____ Type of Account _____ Balance as of 01/01/2023 \$ _____ Balance as of 12/31/2023 \$ _____	Account Name _____ Type of Account _____ Balance as of 01/01/2023 \$ _____ Balance as of 12/31/2023 \$ _____

BUSINESS LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan _____ Balance as of 12/31/2023 \$ _____ Interest Paid in 2023 \$ _____	Type of Loan _____ Balance as of 12/31/2023 \$ _____ Interest Paid in 2023 \$ _____
Type of Loan _____ Balance as of 12/31/2023 \$ _____ Interest Paid in 2023 \$ _____	Type of Loan _____ Balance as of 12/31/2023 \$ _____ Interest Paid in 2023 \$ _____

ACCOUNTS RECEIVABLE

Trade Notes & Accounts Receivable Balance as of 12/31/2023 \$ _____	Allowance for Bad Debts (\$ _____)
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AUTO LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan _____ Amt of Loan \$ _____ Balance as of 12/31/2023 \$ _____	Type of Loan _____ Amt of Loan \$ _____ Balance as of 12/31/2023 \$ _____
Type of Loan _____ Amt of Loan \$ _____ Balance as of 12/31/2023 \$ _____	Type of Loan _____ Amt of Loan \$ _____ Balance as of 12/31/2023 \$ _____

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 (04/18/2023)	\$ _____	\$ _____	
2nd Qtr (06/15/2023)	\$ _____	\$ _____	
3rd Qtr (09/15/2023)	\$ _____	\$ _____	
4th Qtr (01/16/2024)	\$ _____	\$ _____	
2022 overpayment applied to 2023	\$ _____	\$ _____	

NOTES

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

Private Policy

Gurin & Associates, LLC: Your Privacy Matters

We understand that trust is our greatest asset. That's why protecting your personal information is our top priority. This Privacy Policy outlines what information we collect, how we use it, and how we keep it safe.

What Information Do We Gather?

To best serve you in tax preparation and compliance, we collect various personal details from you through different channels:

Directly from you: This includes information like your name, social security number, income, investments, and other tax and financial data you provide in person, through phone calls, email, our website, or tax forms.

From others: We may receive information about your financial transactions or legal documents from investment firms, banks, or other parties involved in your financial life.

Your browser interactions: When you visit our website, we may collect information like cookies (for site preferences and login) and your internet provider's address.

Credit reporting agencies: In some cases, we may obtain your credit history and loan balances.

Do We Share Your Information?

We never share your personal information with anyone without your explicit written consent, except for legally required circumstances:

Protecting against fraud or legal compliance: We may share information in response to court orders, subpoenas, or to prevent fraud.

Support services: We may share non-confidential information with trusted non-affiliated companies that help us with tasks like data processing, tax return transmission, or mailing. We never sell your information or client list for marketing purposes.

Professional standards: We may share information with parties involved in peer review or due diligence processes to ensure compliance with professional accounting standards. **Keeping Your Information Safe:**

We take rigorous measures to protect your information's confidentiality, security, and integrity. These include:

Industry-standard practices: We employ best-in-class security measures to safeguard your data.

Physical, electronic, and procedural safeguards: We maintain physical security, secure technology systems, and internal policies to protect your information.

Employee training: All our employees are bound by confidentiality policies and face disciplinary action for any Violations.

Third-party vetting: We carefully select and monitor any external partners entrusted with your information. Even after the end of our professional relationship, we remain committed to protecting your information.

Our Promise to You:

As your accountants, we uphold the highest ethical standards and value your privacy immensely. We use your information only as necessary and work hard to earn and maintain your trust.

Thank you for choosing Gurin & Associates, LLC. We are here for you. Please don't hesitate to contact us with any questions.