

2024 BUSINESS CHECKLIST

*** NEWCLIENTS: 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)	\$ _____ Have you applied for PPP loan forgiveness? <input type="checkbox"/> Yes <input type="checkbox"/> No	DESCRIPTION	AMOUNT
Economic Injury Disaster Loan (EIDL) Economic Injury Disaster Grant (EIDG)	\$ _____	_____	\$ _____
	\$ _____	_____	\$ _____

ENTITY INFORMATION

Name _____ EIN/Tax ID _____
Assumed Name _____ Start Date _____

ADDRESS (to be shown on tax return)

MAILING ADDRESS (if different)

Street _____ Street _____
City _____ City _____
State _____ Zip Code _____ State _____ Zip Code _____

PRIMARY CONTACT INFORMATION

SECONDARY CONTACT INFORMATION

Name _____ Name _____
Title _____ Title _____
Email _____ Email _____
Best PH _____ 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 _____
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	\$
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)	\$
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)	\$	Utilities	\$
License & Fees	\$	Other	\$
Linen	\$		\$
Meals	\$		\$
Office Expense	\$		\$
Postage & Freight	\$		\$
Printing	\$		\$

CAPITAL EXPENDITURES (i.e. Improvements; Equipment)

Description	Amount	\$
Date in Service		
Description	Amount	\$
Date in Service		
Description	Amount	\$
Date in Service		
Description	Amount	\$
Date in Service		
Description	Amount	\$
Date in Service		

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 Balance _____		Type of Account _____	
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 _____	(\$ _____)
--	-------------------------------	--------------

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 (04/18/2024)	\$ _____	\$ _____	
2nd Qtr (06/15/2024)	\$ _____	\$ _____	
3rd Qtr (09/15/2024)	\$ _____	\$ _____	
4th Qtr (01/16/2025)	\$ _____	\$ _____	
2023 overpayment applied to 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.

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.