

Start with your business

Complete one packet per business. Save it to your device before typing. Use N/A or Not sure where appropriate. A blank field means unanswered; completing this packet does not engage services.

TAX YEAR / FISCAL YEAR END

DEADLINE / EXTENSION STATUS

LEGAL BUSINESS NAME / DBA

PRIMARY CONTACT / ROLE

EMAIL

PHONE

PREFERRED CONTACT METHOD

BUSINESS MAILING ADDRESS

OWNER NAMES AND OWNERSHIP PERCENTAGES

HELP REQUESTED: TAX PREP / PLANNING / BOOKKEEPING / VALUATION / SUCCESSION / OTHER

MOST IMPORTANT GOAL OR QUESTION

Next: arrange your initial conversation with Mike. Agree on scope, fees and secure document delivery before sending this completed packet. Do not enter SSNs, passwords or bank account numbers here.

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Entity and records

Provide the legal structure AND how it is taxed. An LLC can have different tax classifications.
Keep EIN confirmation and ownership documents for the agreed secure channel.

LEGAL ENTITY / TAX CLASSIFICATION / NOT SURE

FORMATION STATE / COUNTRY / YEAR

DATE BUSINESS STARTED

PRODUCTS / SERVICES / BUSINESS CODE IF KNOWN

FIRST BUSINESS RETURN? YES / NO / NOT SURE

CASH / ACCRUAL / OTHER / NOT SURE

BOOKKEEPER / SOFTWARE / RECORDS AVAILABLE

SALES TAX STATES / FILING STATUS

FOREIGN OWNERS / OPERATIONS? EXPLAIN

OWNERSHIP, ADDRESS OR ENTITY CHANGES THIS YEAR

CAPITAL CONTRIBUTIONS, DISTRIBUTIONS, LOANS AND BASIS RECORDS AVAILABLE

Do not use Schedule M-2 alone as an owner basis calculation. Provide prior returns, K-1s and applicable owner basis schedules for review. Do not guess missing balances.

Income, expenses and assets

If you have a profit-and-loss report, balance sheet and general ledger, provide those through the secure channel. Use these summary fields if reports are unavailable. Do not double-count payment processor forms.

GROSS SALES / RECEIPTS

OTHER INCOME / DESCRIPTION

1099-K / PROCESSOR RECEIPTS RECONCILED TO BOOKS? EXPLAIN DIFFERENCES

LOAN PROCEEDS / OWNER FUNDS / OTHER NON-SALES DEPOSITS

BEGINNING INVENTORY / PURCHASES

ENDING INVENTORY / COST OF GOODS SOLD

EXPENSE SUMMARY OR ATTACHED REPORT NAME (DO NOT INCLUDE PERSONAL SPENDING)

Consider advertising, contract labor, benefits, insurance, interest, professional fees, rent, repairs, supplies, payroll, retirement contributions, licenses, business travel, meals and utilities.

ASSETS BOUGHT, SOLD OR CONTRIBUTED: DESCRIPTION / DATE IN SERVICE / COST OR RECORD

VEHICLES: OWNER / YEAR-MAKE-MODEL / BUSINESS, COMMUTING AND TOTAL MILES

People and planning

These questions identify review topics; they do not establish eligibility for deductions or a recommendation. Use Yes / No / Not sure and add details where useful.

FULL-TIME / PART-TIME EMPLOYEE COUNTS

PAYROLL PROVIDER / PAYROLL TYPE

OWNER / SPOUSE PAYROLL AMOUNTS; FAMILY MEMBERS WORKING AND THEIR ROLES

CONTRACTORS PAID / APPROXIMATE NUMBER / INFORMATION RETURNS FILED

HEALTH COVERAGE / FLEX OR REIMBURSEMENT PLAN / WHO IS COVERED

RETIREMENT PLAN TYPE / PARTICIPANTS / CONTRIBUTIONS OR REVIEW NEEDED

BUSINESS BUILDING / HOME OFFICE / VEHICLE OWNERSHIP AND EXPENSE METHOD

VALUATION / EXIT / SUCCESSION / RESEARCH / CHARITABLE / INTERNATIONAL TOPICS

YOUR BIGGEST BUSINESS CHALLENGE AND WHAT YOU WANT TO CHANGE

QUESTIONS, MISSING INFORMATION OR OTHER FACTS TO REVIEW

Business document checklist

Check items included in your secure submission. Unchecked means not yet supplied; list items that do not apply in the notes. Include prior-year returns if available, or explain if this is the first return.

- ☐ Prior-year business return, K-1s and applicable basis schedules
- ☐ Entity formation / election / ownership documents and EIN confirmation
- ☐ Tax-year profit-and-loss report
- ☐ Balance sheet and general ledger detail
- ☐ Applicable payroll returns, W-2/W-3 and payroll summary
- ☐ Contractor records and applicable information returns
- ☐ 1099-Ks and payment processor / marketplace reconciliation reports
- ☐ Fixed-asset / depreciation schedules and purchase or sale records
- ☐ Business loan, interest and owner contribution / distribution records
- ☐ Inventory and cost-of-goods-sold support, if applicable
- ☐ Business mileage / vehicle and home-office support, if applicable
- ☐ Retirement and employee benefit plan records, if applicable

MISSING / NOT APPLICABLE / ADDITIONAL DOCUMENTS

TOTAL SCANNED PAGES, INCLUDING THIS COVERSHEET IF INCLUDED

Scan each document once, clearly and in full. PDF reports are preferred; ask Mike before supplying raw accounting backups or spreadsheet exports.

Additional tax documents

Use this optional page only if individual tax preparation is part of the agreed scope. Include all pages of each applicable statement and identify corrected forms. Do not assume a rollover is tax-free.

- ☐ W-2 wage statements
- ☐ 1099-INT / DIV / consolidated brokerage statements
- ☐ 1099-B and transaction basis records
- ☐ 1099-DA and digital-asset transaction / basis records
- ☐ 1099-G / K / NEC / MISC income statements
- ☐ 1099-R and rollover / transfer support
- ☐ SSA-1099 Social Security benefit statement
- ☐ 1099-Q education distributions and related expenses
- ☐ 1098 mortgage / 1098-T tuition / 1098-Q QLAC information
- ☐ 1095-A marketplace health insurance statement
- ☐ 1099-SA / 5498-SA HSA information; IRA contribution records
- ☐ K-1s and supporting schedules; property-sale / closing records

ADDITIONAL DOCUMENTS / CORRECTED FORMS / MISSING ITEMS

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Return the saved packet and records only through the secure channel agreed with Mike. This PDF has no automatic upload, tracking script or newsletter signup.