



Required Business Questionnaire

Did you obtain any new bank loans during the year. If yes, please provide loan documents.

Did you obtain any new leases during the year. If yes, please provide lease documents.

List by date, amount, and individual any new investments made into the company this year by the owners.

Did you receive any federal or state tax correspondence during the year. If yes, please provide copies.

Did you make any equipment purchases over \$2,500. If yes, please provide invoices.

Please provide loan balances as of December 31 by loan number.

Please provide copies of your year-end bank reconciliation(s) and bank statements.

Please provide 12/31/22 Year End Balances of:

Accounts Receivable	_____
Cost of Inventory on Hand	_____
Accounts Payables	_____
Unpaid 941 Deposit for December	_____
Unpaid State Withholding deposits for December	_____
Unpaid Sales Tax for December	_____

Did you pay any employees in 2022?

Please provide copies of all four quarter Form 941, W-2's issued to employee and Form W-3. If I do not already have access to them.

Did you receive Form 1099-K? If yes, please provide.

Did you receive Form 1099-NEC or 1099-MISC? If yes, please provide.

Have you provided us with your Operating Agreement? If not, please provide.

Have you provided us with a copy of your Articles of Organization? If not, please provide.

Have you provided us with Form SS-4 from the IRS on your EIN? If not, please provide.

What state(s) does your business operate in? _____

Please provide sales breakdown by state if operate in more than one state.

Did your business have any changes in ownership in 2022?

If yes, please explain. Need new owner identification information, dates, and percentages.

Please provide a list of owner email addresses and cell phone numbers if they have changed.

Have any business owners had address changes in 2022?

If yes, please provide updated information.

Please provide us with your website address if you have one:

Did you make any payment that will require filing Form(s) 1099?

If yes, all required Forms 1099 were or will be filed?

Have you signed the 2022 Engagement Letter and returned?

How will you handle your annual Franchise Tax?

I/we will complete ourselves.

I/we would like Alliance CPA to handle for us.

There will be a \$50 processing fee plus your franchise tax fee.

Additionally, please make sure you have considered sales and income tax registration, collection and filing requirements in other states.

Additional Notes or Comments

Signature

Date