

Grasso & Kayser, CPAs PC
2504 Albany Street
Schenectady, NY 12304
(518) 372-4070
2022 Business Questionnaire

Please complete the following questionnaire and submit it to us with all of your year end documentation. We ask that you respond quickly and completely to our questions as they arise so that we can assure that each client's return is processed as quickly and accurately as possible.

Business Name: _____
Business Address: _____
Contact Name: _____ Phone: _____

If you have a refund would you like the amount to be:

Carried forward to 2022

Deposited into your bank account- If so, provide below

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If you have a balance due would you like the amount to be:

Withdrawn from your bank account- If so, provide below

Name of Bank: _____
Routing Number: _____
Account Number: _____

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

1.) Did you put any personal money into the business in 2022?

If so, how much and when?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

2.) What percentage of your sales was in NYS?

3.) What is the cost of your inventory on hand as of 12/31/2022?

4.) Did you pay anyone over \$600 in 2022 for services?

If so, you may need to provide them with a 1099.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

5.) Did you acquire any new loans or have any large purchases in 2022?

(New vehicles, equipment, ect.)

If so, please provide loan contracts/purchase agreements.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Beth A Kayser, CPA PC
2504 Albany Street
Schenectady, NY 12304
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2016 Business Questionnaire

Please complete the following questionnaire and submit it to us with all of your year end documentation. We ask that you respond quickly and completely to our questions as they arise so that we can assure that each client's return is processed as quickly and accurately as possible.

Business Name: _____
Business Address: _____
Contact Name: _____ Phone: _____

If you have a refund would you like the amount to be:

Carried forward to 2017

Deposited into your bank account- If so, provide below

Yes	No

If you have a balance due would you like the amount to be:

Withdrawn from your bank account- If so, provide below

Name of Bank: _____
Routing Number: _____
Account Number: _____

Yes	No

1.) Did you put any personal money into the business in 2016?
If so, how much and when? _____

Yes	No

2.) What percentage of your sales was in NYS? _____

3.) What is the cost of your inventory on hand as of 12/31/2016 _____

4.) Did you pay anyone over \$600 in 2016 for services?
If so, you may need to provide them with a 1099

Yes	No

5.) Did you acquire any new loans or have any large purchases in 2016?
(New vehicles, equipment, ect.)
If so, please provide loan contracts/purchase agreements

Yes	No

Common Items Needed From Our Business Clients:

1. Quarterly and Year End Payroll Tax Returns for 2016 (including W-2s)
2. Bank statements for all business accounts for your fiscal year
3. If you use Quickbooks: General Ledger for your fiscal year
 - Accounts Receivable
 - Accounts Payable
 - Final Bank Reconciliations

N/A

If you would like to give our office permission to speak with other representatives please list them below (Lawyer, payroll representative, ect.)

Name: _____ Phone: _____
 Company/Services Provided: _____

Name: _____ Phone: _____
 Company/Services Provided: _____

Name: _____ Phone: _____
 Company/Services Provided: _____

Name: _____ Phone: _____
 Company/Services Provided: _____

Additional Information:

We will prepare your 2016 Federal and State income tax returns from information you provide us. We will make no audit or other verification of the data you submit, although it may be necessary to ask you for clarification of some of the information. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them. Our fee for these services will be based upon the amount of time required at standard billing rates plus out of pocket expenses with a minimum of \$160. **All invoices are due and payable upon receipt. Returns will not be efiled until the payment has been made.** Interest will be added at a rate of one percent per month for invoices outstanding more than 30 days. If the foregoing fairly sets forth your understanding, please sign this form in the space indicated and return it to my office.

Signature: _____ **Date:** _____

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2016 Business Questionnaire

