

**Grasso & Kayser, CPAs PC
2504 Albany Street
Schenectady, NY 12304
(518) 372-4070
2025 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 2026

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Withdrawn from your bank account- If so, provide below

Yes **No**

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Name of Bank: _____

Routing Number: _____

Account Number: _____

Yes **No**

1.) Did you put any personal money into the business in 2025?

If so, how much and when?

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

3.) What is the cost of your inventory on hand as of 12/31/2025?

Yes **No**

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4.) Did you pay anyone over \$600 in 2025 for services?

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

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5.) Did you acquire any new loans or have any large purchases in 2025?

(New vehicles, equipment, etc.)

If so, please provide loan contracts/purchase agreements.

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Common Items Needed From Our Business Clients:

1. Quarterly and Year End Payroll Tax Returns for 2025 (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: _____

Additional Information:

We will prepare your 2025 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 \$300. **All invoices are due and payable upon receipt.** 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:** _____