



2022 S-Corp Tax Questionnaire

Business Name	
Contact Name	
Contact Email	
Contact Phone Number	
Legal Business Address	
City, State, Zip Code	

Please answer the following questions necessary to prepare your tax return:

You will receive electronic copies of all returns prepared. Do you also want a paper copy of your returns mailed to you? This will incur a \$25 charge for processing and postage.	<input type="checkbox"/> Yes <input type="checkbox"/> No
At any time during 2022, did you receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the business conduct activities in other states? If so, provide gross revenue by state.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were there any changes to partners/members contact info or ownership percentages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the business have any foreign financial accounts or sales?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide the following Tax documents needed to prepare your return:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Provide 2022 W-3 showing all wages paid to employees, unless we have access in Gusto <input type="checkbox"/> Provide 2022 W-2 for all officers, unless we have access in Gusto <input type="checkbox"/> Provide description, purchase date and original cost for all assets acquired in 2022 <input type="checkbox"/> Provide 2022 profit and loss statement with prior year comparison, unless prepared by Momentum <input type="checkbox"/> If you had unreimbursed mileage or home office expenses, complete and attach the Accountable Plan template | <ul style="list-style-type: none"> <input type="checkbox"/> Provide 2022 1096 (or all 1099's) showing all independent contractors paid <input type="checkbox"/> Provide description, sales date and sales proceeds for all assets sold or disposed of in 2022 <input type="checkbox"/> Provide 2022 balance sheet with prior year comparison, unless prepared by Momentum <input type="checkbox"/> If you didn't use an accounting system to track income and expenses, complete and attach the Partnership organizer template |
|--|--|



S CORP INCOME & EXPENSES

Business Name _____ Industry _____

PPP Funds Forgiven \$ _____ Date _____ (if applicable)

INCOME

Gross Receipts/Sales _____
 Returns/allowances _____
 Other _____

COST OF GOODS SOLD

Inventory @ beginning of year _____
 Purchases less items used personally _____
 Cost of labor _____
 Materials & Supplies _____
 Inventory @ end of year _____

EXPENSES

Advertising _____	Repairs & Maintenance _____
Bad Debts _____	Supplies _____
Employee Benefits Paid _____	Taxes (payroll, property) _____
Insurance _____	Travel _____
Interest Paid _____	Meals _____
Legal & Professional Fees _____	Telephone _____
Licenses & Permits _____	Utilities _____
Office Expenses _____	Wages & Salaries _____
Rent Paid _____	_____

ASSET & LIABILITY BALANCES as of 12/31/2022

Checking _____	Accounts Payable _____
Savings _____	Credit Cards Payable _____
Other bank accounts _____	Payroll Tax Payable _____
Accounts Receivable _____	Sales Tax Payable _____
Loans to Shareholders _____	Loans from Shareholders _____
Other Assets (i.e. deposits) _____	Mortgage, notes _____
Fixed Assets _____	2022 Owner's Draws _____

Auto Expense Worksheet
(business use of personal vehicle)

Description of Vehicle _____
Date placed in service (if new) _____
Total miles for the year _____
Business miles January-June (\$0.585/mile) _____
Business miles July-December (\$0.625/mile) _____

ACTUAL EXPENSES

Registration _____
Gas, oil & repairs _____
Interest Paid _____
Parking tolls _____

Do you have evidence to support business use? Yes No
Is the vehicle available off duty hours? Yes No
Was the vehicle used primarily by a >5% owner? Yes No
Is another vehicle available for personal use? Yes No

Home Office Worksheet
(if used for business and no other location is available)

Total area of house _____ Area used for Business _____

INDIRECT EXPENSES (to be allocated)

Mortgage Interest/Rent _____
Real Estate Taxes _____
Insurance _____
Utilities _____
Repairs & Maintenance _____
Other _____

DIRECT EXPENSES (specific to office space) Utilities (metered separately) _____
Repairs & Maintenance _____