

“NOT YOUR BASIC BEAN COUNTER”

FOR CLIENTS WHO HAVE A BUSINESS



Seriously, if you will spend a few short minutes filling this out, it will make our initial meeting so much more beneficial to YOU. I need this information to be able to focus on your individual needs. All I ask is that you answer the questions HONESTLY...don't say what you think I want to hear!

Okay....so, sit back and take a few moments to answer the questions below....THANKS!

FIRST, WE NEED SOME INFORMATION ON YOU

Business Name (*PLEASE PRINT*): _____

How many owners? _____

If more than one owner, what are the ownership percentages? _____

Type of entity? Sole Proprietor S Corporation C Corporation Partnership

LLC Other *Heck if I know!!*

Accounting system? Manual QuickBooks Other

Give me a brief description, in your own words, of what the company does:

SECOND, PLEASE ANSWER THE FOLLOWING QUESTIONS

ENTITY SELECTION

1	Do you have a good understanding of the various entities available to you?
2	Do you know what an LLC is and the potential tax benefits?
3	Do you know what an S Corporation is and the potential tax benefits?
4	Are you sure that your current entity choice is the best for you?

Y	N

PAYROLL

(*ignore if you have no payroll*)

1	Have all payroll taxes been paid?
2	Who prepares your payroll?
3	Who prepares your payroll reports (941, 940, W-2's, etc.)?
4	Do you understand the concept of "leasing" employees and how it works?

Y	N

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INVENTORY		<input type="checkbox"/> <i>No inventory (skip this section)</i>	
1	Do you take a physical count each year? BE HONEST!		
2	Do you know what is meant by “proper inventory cutoff procedures”? During an audit, you will likely be asked about this.		
3	Do you know if your business is reporting on the CASH or ACCRUAL basis?		
4	Are you sure that you are COSTING your inventory properly for tax purposes?		
5	Do you know how to legally write-off inventory that is damaged or obsolete?		
6	Are you aware of the rules for inventory costing (cost, avg cost, LIFO, FIFO, LCM, etc.)?		
7	Do you use “cycle counting”? It can save you lots of time and money!		
8	Do you track, on a regular basis, your “Inventory Turn”? Believe me, the IRS will look at this and spot problems right away!		
9	Do you know what your “Cost of Goods Sold” percentage is? Again, the IRS does and is watching it carefully! If it fluctuates too much you have just painted a bulls-eye on your tax return!		

Y	N

BOOKKEEPING			
1	Who does the bookkeeping for the business? <input type="checkbox"/> I/we do <input type="checkbox"/> I pay someone else to do it <input type="checkbox"/> A relative <input type="checkbox"/> <i>What bookkeeping?</i>		
2	Do you get or prepare financial statements regularly? If so, do you go over them and understand them?		
3	Give me a feel for how YOU would rate your accounting function: <input type="checkbox"/> It's in great shape <input type="checkbox"/> Could use a bit of help <input type="checkbox"/> Needs a lot of help <input type="checkbox"/> <i>What accounting system?</i>		
4	Do you do some form of <u>good</u> JOB COSTING (this is mainly for anyone in the construction trades)? BE HONEST HERE!		
5	Are bank statements reconciled regularly?		

Y	N

REAL ESTATE USED BY YOUR BUSINESS		<input type="checkbox"/> <i>None (skip this section)</i>	
1	Who owns it (how is it titled)?		
2	Do you understand the importance of charging what is called a “fair market rent”? The IRS WILL be auditing this issue.		
3	Is there a WRITTEN lease? (If so, please bring it with you).		
4	Have you re-financed any related loans recently? If so, has anyone told you about what the IRS demands in this situation? It's called INTEREST TRACING...and the rules are absurd and complex.		

Y	N

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DEDUCTIONS

1	Do you know the areas that the IRS considers the “hot spots” for audit (in other words, those deductions that the IRS likes to look at)?
2	Do you feel that you understand “depreciation”?
3	Along with that, are you familiar with the specific IRS rules that govern whether an item is a current deduction (a repair) versus a capital item that has to be depreciated? It makes a huge difference.

Y	N

ACCOUNTS RECEIVABLE (ignore if you are a “cash only” business)

1	Are your accounts receivable current?
2	Do you have formal collection policies and letters?
3	Do you offer any incentive “early pay” motivators?
4	Do you “age” your receivables?

Y	N

MARKETING

1	Are you calculating your "rate of return" (ROR) on your advertising dollar?
2	On a scale of 1-10, how satisfied are you with your current marketing? _____
3	Do you KNOW what percentage of your revenue you are spending on marketing?
4	Have you calculated what it costs you to obtain one customer?
5	Do you have anyone helping you with your marketing?
6	<p>How much time do you devote to working ON your business (as opposed to working IN your business)? PLEASE answer this question very honestly. This is, by far, the MOST important question I will ask you.</p> <p> <input type="checkbox"/> Very little time per week <input type="checkbox"/> 1-2 hrs per week <input type="checkbox"/> 3-4 hrs per week <input type="checkbox"/> Have no idea what you mean! </p>

Y	N

RETIREMENT PLANS (check if you have none)

1	What kind of retirement plan do you have?
2	Who administers it?
3	Is there a Form 5500 prepared and filed?

Y	N

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USE OF VEHICLES IN THE BUSINESS

(check if you have none)

NOTE: This is one area that the IRS has said it will be targeting in future audits. They are convinced that taxpayer compliance in this area is at an all time low! Now's the time to "straighten the crooked paths"...before the IRS gets there!

1	Are you absolutely sure you are "in compliance" with the IRS rules here?
2	Do you understand what an "accountable" plan is? (This is important).
3	Do you know the official rules for keeping a log?
4	In general, how would you rate your level of compliance here? <input type="checkbox"/> Not very good <input type="checkbox"/> Not too bad <input type="checkbox"/> Awesome <input type="checkbox"/> <i>Help needed!</i>

Y	N

MISCELLANEOUS

1	If there is more than one owner, do you have any kind of a Buy-Sell Agreement? If so, please bring it with you to our meeting.
2	Do <i>you</i> have health insurance?
3	Do you provide health insurance for your employees (if any)?
4	Is there any debt existing between you and your business?
5	Do you file the required annual Form 1099's?
6	Are you aware of "personal property taxes" for businesses?
7	Do you know the tax benefits of hiring family members?

Y	N

YOUR TURN! Write any questions, thoughts, etc. that you may want to discuss at the meeting.
