2018 Business Checklist & Info Sheet

(Corporations, Partnerships, LLCs, Self-Employed, Non-Profits)

PLEASE ANSWER THE SECTIONS IN ITALICS AND RETURN THIS CHECKLIST TO US.

BUSINESS INFO SHEET

1. ***NAME OF ENTITY***: _____

In order for us to keep our records up-to-date, please provide us with any changes to the following:

Office Tel #: _____ Cell Tel #: _____ Fax #: _____

Mailing address: _____

Email address:_____

2. **FILING DEADLINES**

- Partnerships: Due MARCH 15th, 6-month extension available
- S-Corporations: Due March 15th, 6-month extension available
- C-Corporations: Due APRIL 15th, 6-month extension available
- Fiscal year C-Corporations (except those with June 30 year ends): Due 3½ months after year end, 6-month extension available
- Fiscal year June 30 C-Corporations: Due 2½ months after year end, 6-month extension available

3. **AUTOS** We need the following for each car used for any business purposes:

- *Total mileage driven for each car for the year: _____.*
- *Total business (non-commuting) mileage: _____.*

- *Distance of one-way commute between principal driver's home and place of business: _____. Number of days each auto was used for commuting: _____.*

- *Do you have a written log or records to substantiate the business mileage claimed, as required? (Please answer Yes or No)_____. If no, indicate how you determined the business mileage.* _____

- Also for each auto, provide date of purchase, description, cost, and name of principal driver (unless already provided to us). If auto was sold or traded in the year, show date of disposition and proceeds.

- If there is any automobile financing, please provide the amount of interest paid during the year _____.

4. **QUALIFIED BUSINESS INCOME DEDUCTION**

- Starting in 2018, you may be able to deduct up to 20% of your qualified business income from certain business and rental activities.

- If we determine that you may qualify for this deduction, we will contact you to discuss this further.

©Herrick, Ltd. 2019

5. **SELF-EMPLOYED INDIVIDUALS - ONLY**

- If your principal place of business is in your home, or if you store inventory or product samples in your home, you may wish to deduct **office in the home** expenses. If you believe that you might qualify for such a deduction, please indicate this. We will need to request further information if you wish to use this deduction, and we will need to discuss other ramifications of the choice.

6. **INCOME TAXES** (CORPORATIONS AND PARTNERSHIPS ONLY)

- **IRS estimated** tax payments, if any: Show amount of each and date of mailing.

- **State estimated** tax payments, if any: Show amount of each and date paid (and name of states if more than one).

- Did you **receive any tax notices** from either the IRS or any state changing any earlier year tax returns? If so, please provide us with a copy if you have not already done so.

7. **CORPORATIONS - ANNUAL ISSUES**

- *Have you held your annual meeting and updated your **minute book** (Yes or No) _____? If yes, please provide us with a copy of the annual minutes*.

- Transactions between **related parties**: Provide complete details and documentation of all transactions between this business and its officers, shareholders, relatives, directors, or other related business (such as sale of shares, loans, rents, inter-company sales/purchases, etc.).

- Please provide us with a copy of the state **Corporate Annual Report** that you filed.

8. **CORPORATIONS – ADDITIONAL INFORMATION**

- **Officers** – we need the following information for each: Name, title, home address, and Social Security number.

- **Directors**: Name and home address of each (if different from above).

- **Registered Agent**: Name and address of the agent who is the legal representative that every corporation must have (please check with your attorney or Secretary of State if you are uncertain as to who your Registered Agent is).

- *Is this corporation, or are any of the shareholders of this corporation, a 10% or more shareholder of any **other domestic or foreign corporation**? (Yes or No) _____. If yes, we will contact you for additional information.*

- *Are any 25% or more shareholders (or their owners) in this corporation **foreign persons or entities**? (Yes or No) _____. If yes, we will contact you for additional information.*

9. **EMPLOYEE BENEFITS**

- If coverage is **provided to all employees** in a non-discriminatory manner, indicate total cost of each type of benefit (if a plan is discriminatory, we will request more data). If not already provided in a previous year, include a copy of the company plan for each type of benefit provided (e.g., health insurance, pension plans, disability, etc.), including recent updates and changes, if any.

©Herrick, Ltd. 2019

- **Form 5500 filing**: If any of the above Employee Benefit plans require special IRS reporting, please ensure that your Plan Administrator has filed the forms. We may request copies of the most recent forms filed. *Please be sure that your benefits plan administrator keeps your plan up-to-date, as necessary*. We are NOT Employee Benefit plan administrators.

10. **FIXED ASSETS**

- **Acquisitions** (equipment, buildings, etc.): Please provide the following for each item acquired:
  - Exact date acquired;
  - Total cost, including installation and set-up costs;
  - Description of item and method of payment or financing.

- **Disposal of assets**: For each item, give a description of the asset, the date of disposition, and the net proceeds. This includes conversion to personal use of business property and trade-ins.

11. **LOANS**

- For **each** business loan active during any part of the year, please provide us with a copy of the annual loan statement from the bank showing the activity through-out the year. If no such statement is available, we may need to ask for additional information. For **new business loans**, please provide us with copies of all the loan documents and schedules.

12. **INDEPENDENT CONTRACTORS**

- Please note that there are severe penalties for the misclassification of workers as independent contractors instead of employees – up to $5,000 per unreported employee, per report.

- Please provide copies of **Form 1096** and all **Forms 1099** that were issued. 1099-MISC forms must be issued to all non-incorporated entities when $600 or more has been paid during the year. In the case of attorneys, 1099-MISC forms must be issued, whether incorporated or not. These forms must be filed with the IRS by January 31st of each year.

13. **CONSUMPTION TAXES - GUIDELINES**

- **Sales Tax/Meals & Rooms Tax** - if applicable: Please ensure that you have complied with all required consumption tax filings.

- Have you included **self-assessed Use Tax** on out-of-state/mail order purchases in your filings?

- If you sell **alcoholic beverages**, please ensure that you have filed the Department of Treasury special tax and registration return.

14. **PAYROLL - GUIDELINES**

- Please ensure that you have filed the following for the immediate past calendar year:

  - **Form 941 IRS** quarterly withholding (all four quarters) (or Form 944 if no 941 forms filed);

  - **Form 940 IRS FUTA** report (annual);

  - **W-3** with **W-2s** (annual);

  - All **state** quarterly or monthly **payroll reports** with annual reconciliation;

  - All **state unemployment** reports, usually quarterly.

©Herrick, Ltd. 2019

- **Immigration Form I-9** (US Employers): For **all** employees (including family and associates) hired after November 6, 1986, please be absolutely sure that you have a properly documented I-9 on file. It should be retained for three years from the start of employment or one year after termination - whichever is later. (Please consult the I-9 guide for full details.) ***If any of the supporting employment documents originally used for the I-9 by a non-US citizen has expired, it is mandatory that the I-9 be updated with a current valid supporting document***.

- **New Hire Reporting** (US Employers): For all employees hired after September 1, 1998, a New Hire Reporting notification must be filed promptly. Because specific filing rules differ from state to state, please contact us if in doubt as to how to proceed.

- **Vermont Employers**: Please ensure that all employees complete a Vermont Department of Labor "Declaration of Health Care Coverage" form annually as appropriate – preferably at the beginning of each calendar year. It must be retained for three years.

15. **SPECIAL ITEMS - GUIDELINES**

- **Meals and entertainment**: Record all meals and entertainment expenses at 100% of cost. Separate out meals expenses that may be included in hotel bills or other travel expenditures. Meals costs should include tips. NOTE: Employee functions, picnics, etc. are fully deductible and should be recorded in a separately stated account.

- **Personal property taxes (machinery, furniture, and equipment inventory)**: Our office typically does not prepare these forms. Please check with your local municipal jurisdiction to determine if any such filings are required.

- **Material vs. Significant participation** (US S-corps only): IRS rules classify participation by individuals in a business. If any Shareholder's participation is substantially less than full-time, you should discuss this with us to be sure there is adequate substantiation of participation levels.

- If compiled or reviewed **financial statements** are requested, we will require significant other data and documentation, and we will contact you during our engagement for whatever may be needed.

- **Foreign Bank Accounts:** If you or the company has a financial interest in or signature authority over foreign financial accounts, please provide us with applicable information. Please contact our office to request an FBAR worksheet (Herrick Form HL-28) if one was not included in your mailing.

©Herrick, Ltd. 2019