GURIN & GURIN

2014 BUSINESS CHECKLIST

If mailing in or dropping off tax returns, complete the worksheet.
Please provide documents to substantiate all items of income, deductions and/or credits.

*** ATTN: NEW CLIENTS ***

PLEASE PROVIDE A COPY OF YOUR PRIOR YEAR'S FEDERAL, STATE & LOCAL INCOME TAX RETURNS

Business Name ______________________________ EIN: ______ - ______

c/o Name ______________________ c/o Name ______________________

Street Address ______________________ Mailing Address ______________________

City/State/Zip ______________________ City/State/Zip ______________________

Business Activity ______________________ Product/Service ______________________

Accounting Method ❑ Cash ❑ Accrual ❑ Other Inventory Method ❑ Cost ❑ Lower of cost/mkt ❑ Other

Was an election be to taxed as a Subchapter "S" corporation made? ❑ Yes ❑ No If "yes," provide effective date: ____ / ____ / ____

Did the corporation or partnership make any payments in 2014 that would require it to file Form(s) 1099? ❑ Yes ❑ No

Information used, in part, to complete Corporate Minutes.
For more information, visit www.gurin-gurin.com & complete Corporate Minutes Questionnaire.

OFFICER(S)	BOARD OF DIRECTORS
PRESIDENT	
NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/STATE/ZIP:	CITY/STATE/ZIP:
VICE PRESIDENT	
NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/STATE/ZIP:	CITY/STATE/ZIP:
TREASURER	
NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/STATE/ZIP:	CITY/STATE/ZIP:
SECRETARY	
NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/STATE/ZIP:	CITY/STATE/ZIP:

2014 CORPORATION/PARTNERSHIP INCOME & EXPENSES

REVENUE		COST OF GOODS SOLD		
Merchant Card & Third Party Payments (from Form 1099-K)	$	Beginning Inventory as of 01/01/2014 (At Cost)		$
Gross Receipts Not Included Above	$	Merchandise Purchased		$
Returns & Allowances	$	*Materials & Supplies UNDER $200 (per item)*	*New rules effective 01/01/14*	$
Dividends	$	*Materials & Supplies OVER $200 (per item)*		$
Interest	$	Cost of Labor		$
Gross Rents	$	Officer(s) Compensation		$
Gross Royalties	$	Other Costs:		$
Other Income	$	Ending Inventory as of 12/31/2014 (At Cost)		$

EXPENSES

Accounting Fees	$	Rent		$
Advertising	$	*Repairs & Maintenance UNDER $500 (per item)*	*New rules effective 01/01/14*	$
Bank Service Charges	$	*Repairs & Maintenance OVER $500 (per item)*		$
Cleaning	$	*Small Tools & Equipment UNDER $500 (per item)*		$
Commissions	$	*Small Tools & Equipment OVER $500 (per item)*		$
Dues & Publications	$	Software Purchases		$
Entertainment	$	Taxes - FUTA *(include Form 940)*		$
Gifts & Promotions	$	Taxes - SUTA *(include 1st-4th Qtr '14 State Unemployment Forms)*		$
Insurance - Auto	$	Taxes - Medicare *(include 1st-4th Qtr '14 Forms 941)*		$
Insurance - Health (Officer Only)	$	Taxes - Social Security *(include 1st-4th Qtr '14 Forms 941)*		$
Insurance - Health (Other)	$	Taxes - Personal Property		$
Insurance - Other	$	Taxes - Real Estate		$
Internet Fees	$	Taxes - Sales		$
Interest Expense	$	Telephone Expense		$
Legal Fees* (See Below)	$	Travel Expense		$
License & Fees	$	Utilities		$
Linen	$	Other:		$
Meals	$			$
Office Expense	$			$
Postage & Freight	$			$
Printing	$			$

AUTO

	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4
Date Placed in Service	/ /	/ /	/ /	/ /
Mileage:				
- Total Miles	#	#	#	#
- Business Miles ($0.56 per mile)	#	#	#	#
Actual Expenses:				
Base Price-Trade In+Sales Tax	$	$	$	$
Car Wash	$	$	$	$
Gasoline	$	$	$	$
Insurance	$	$	$	$
Interest	$	$	$	$
Lease Payments	$	$	$	$
Oil Changes	$	$	$	$
Parking Fees/Tools	$	$	$	$
Registration	$	$	$	$
Repairs & Maintenance	$	$	$	$
Tires	$	$	$	$

IF YOU PAID AN ATTORNEY ANY MONEY IN 2014, YOU MUST ISSUE 1099

Name: SSN/EIN:

Address 1: Address 2:

City: State: Zip:

2014 CORPORATION/PARTNERSHIP BALANCE SHEET

BANK BALANCE(S)

(Check with financial institution, if necessary)

Account Name:		Account Name:	
Type of Account:		Type of Account:	
Balance as of 01/01/2014:	$	Balance as of 01/01/2014:	$
Balance as of 12/31/2014:	$	Balance as of 12/31/2014:	$
Account Name:		Account Name:	
Type of Account:		Type of Account:	
Balance as of 01/01/2014:	$	Balance as of 01/01/2014:	$
Balance as of 12/31/2014:	$	Balance as of 12/31/2014:	$

BUSINESS LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan:		Type of Loan:	
Balance as of 12/31/2014:	$	Balance as of 12/31/2014:	$
Interest Paid in 2014:	$	Interest Paid in 2014:	$
Type of Loan:		Type of Loan:	
Balance as of 12/31/2014:	$	Balance as of 12/31/2014:	$
Interest Paid in 2014:	$	Interest Paid in 2014:	$

ACCOUNTS RECEIVABLE

Trade Notes & Accounts Receivable Balance as of 12/31/2014	$	Allowance for Bad Debts	($)

AUTO LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan:		Type of Loan:	
Type of Loan:	$	Type of Loan:	$
Balance as of 12/31/2014:	$	Balance as of 12/31/2014:	$
Type of Loan:		Type of Loan:	
Type of Loan:	$	Type of Loan:	$
Balance as of 12/31/2014:	$	Balance as of 12/31/2014:	$

LOAN(S) TO COMPANY

	DATE	NAME	AMOUNT
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

LOANS TO SHAREHOLDER(S)/PARTNER(S)

	DATE	NAME	AMOUNT
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

LOAN PAYBACK TO SHAREHOLDER(S)/PARTNER(S)

	DATE	NAME	AMOUNT
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

LOAN PAYBACK TO COMPANY

	DATE	NAME	AMOUNT
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

NEW ASSET PURCHASES
(NEEDED FOR PPT - DUE 01/31/2014)

	DATE	DESCRIPTION	COST
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

2014 ESTIMATED TAX PAYMENTS

	FEDERAL	CIT
1ST QTR DUE 04/15/2014	$	$
2ND QTR DUE 06/16/2014	$	$
3RD QTR DUE 09/15/2014	$	$
4TH QTR DUE 01/15/2015	$	$
2013 OVERPAYMENT APPLIED TO 2014	$	$

GURIN & GURIN, P.C. PRIVACY POLICY

We value and trust your confidence, and we want to assure that your personal information is kept completely confidential by our office. As a tax and accounting firm, we adhere to the highest level of professional and ethical responsibility and obligations to protect the confidentiality of all client information.

This *Privacy Policy* will help you understand what information we collect about you, the limited times we may share it with others and what measures we take to protect your privacy.

What Personal Information Do We Collect?

In order to meet your needs in the course of tax preparation/planning and tax compliance engagements for you, we collect various types of personal information about you from the following sources:

- Information we receive from you in person, by telephone, mail or electronic mail through our website, on tax preparation worksheets and on other documents or forms we use in preparing your tax returns or providing other services for you. Such information includes, but is not limited to, your name, social security number, income, investment and other assets, and other tax and financial information about you;
- Information we receive from others about your transactions or relationships with them. Such information includes, but is not limited to, investment loan or banking activity, balances or account numbers, legal agreements and documents, and other information we gather in the course of providing services to you;
- Information we receive from you when your browser interacts with our website. This could include information transmitted on an Internet "cookie" such as a password to our site, your preferences on the site and your Internet Provider's address; and
- Information we receive from a consumer reporting agency such as your credit history and outstanding loan balances.

Is Personal Information Shared With Others?

We do not share personal information about you with anyone without your express written consent, except as permitted by law and as described below.

The law permits or requires disclosure in certain instances, such as if we must share information to protect against fraud, in response to a court subpoena, or as part of actual or threatened legal proceedings or alternate dispute resolution.

We may share information we collect (except for consumer reporting information which we do not disclose) to nonaffiliated companies which perform support services on our behalf (i.e. tax or data processing, transmission of electronic returns or data, records retention and mailing services). We **DO NOT** sell or otherwise disclose our client list or any of your information to outside companies for their marketing or solicitation use.

We may also share your information with other parties that help assure our compliance with professional accounting standards (i.e. peer review) or that conduct due diligence procedures.

How Do We Protect the Confidentiality & Security of Your Personal Information?

Keeping your information confidential and secure is of utmost importance to us. We follow standard industry practices to actively protect the confidentiality, security and integrity of your personal information. We also maintain physical, electronic and procedural safeguards to protect your personal information. Our employees are bound by internal confidentiality policies and are subject to disciplinary action for any policy violations. And, we take appropriate precautions before sharing your information with any outside party.

Should you become an inactive client or should our relationship end, for whatever reason, we will continue to protect the confidentiality and security of your personal information in accordance with this *Privacy Policy*.

Our Pledge to You

As accountants, our professional ethical obligations and responsibilities have always demanded no less than the highest regard and duties for the confidentiality of your personal information and the security of your privacy. We will protect your personal information, use it only as necessary and perform our engagements so as to always maintain your trust and confidence in us.

Thank you for allowing us to be of service; we truly value our relationship with you. We hope you view our firm as your most trusted advisor, and we will work to continue earning that trust. Please call us anytime you have questions or if we may be of further service to you.

Gurin & Gurin P.C.