



2018 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 2018 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: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

VICE PRESIDENT

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

TREASURER

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

SECRETARY

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

2018 CORPORATION/PARTNERSHIP INCOME & EXPENSES

REVENUE

Merchant Card & Third Party Payments (from Form 1099-K)	\$
Gross Receipts Not Included Above	\$
Returns & Allowances	\$
Dividends	\$
Interest	\$
Gross Rents	\$
Gross Royalties	\$
Other Income	\$

COST OF GOODS SOLD

Beginning Inventory as of 01/01/2018 (At Cost)	\$
Merchandise Purchased	\$
Materials & Supplies UNDER \$200 (per item)	\$
Materials & Supplies OVER \$200 (per item)	\$
Cost of Labor	\$
Officer(s) Compensation	\$
Other Costs: _____	\$
Ending Inventory as of 12/31/2018 (At Cost)	\$

EXPENSES

Accounting Fees	\$	Repairs & Maintenance UNDER \$500 (per item)	\$
Advertising	\$	Repairs & Maintenance OVER \$500 (per item)	\$
Bank Service Charges	\$	Small Tools & Equipment UNDER \$500 (per item)	\$
Cleaning	\$	Small Tools & Equipment OVER \$500 (per item)	\$
Commissions	\$	Software Purchases	\$
Dues & Publications	\$	Taxes - FUTA (include Form 940)	\$
Gifts & Promotions	\$	Taxes - SUTA (include 1st-4th Qtr '17 State Unemployment Forms)	\$
Insurance - Auto	\$	Taxes - Medicare (include 1st-4th Qtr '17 Forms 941)	\$
Insurance - Health (Officer Only)	\$	Taxes - Social Security (include 1st-4th Qtr '17 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	\$	_____	\$
Rent	\$	_____	\$

AUTO

	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4
Date Placed in Service	/ /	/ /	/ /	/ /
Mileage:				
- Total Miles (driven in 2018)	#	#	#	#
- Business Miles (driven in 2018)	#	#	#	#
Actual Expenses:				
Base Price-Trade In+Sales Tax	\$	\$	\$	\$
Car Wash	\$	\$	\$	\$
Gasoline	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Interest	\$	\$	\$	\$
Lease Payments	\$	\$	\$	\$
Oil Changes	\$	\$	\$	\$
Parking Fees/Tolls	\$	\$	\$	\$
Registration	\$	\$	\$	\$
Repairs & Maintenance	\$	\$	\$	\$
Tires	\$	\$	\$	\$

IF YOU PAID AN ATTORNEY ANY MONEY IN 2018, YOU MUST ISSUE 1099

Name: _____	SSN/EIN: _____
Address 1: _____	Address 2: _____
City: _____	State: _____ Zip: _____

2018 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 01/01/2018: \$ _____	Balance as of 01/01/2018: \$ _____
Balance as of 12/31/2018: \$ _____	Balance as of 12/31/2018: \$ _____
Account Name: _____	Account Name: _____
Type of Account: _____	Type of Account: _____
Balance as of 01/01/2018: \$ _____	Balance as of 01/01/2018: \$ _____
Balance as of 12/31/2018: \$ _____	Balance as of 12/31/2018: \$ _____

BUSINESS LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan: _____	Type of Loan: _____
Balance as of 12/31/2018: \$ _____	Balance as of 12/31/2018: \$ _____
Interest Paid in 2018: \$ _____	Interest Paid in 2018: \$ _____
Type of Loan: _____	Type of Loan: _____
Balance as of 12/31/2018: \$ _____	Balance as of 12/31/2018: \$ _____
Interest Paid in 2018: \$ _____	Interest Paid in 2018: \$ _____

ACCOUNTS RECEIVABLE

Trade Notes & Accounts Receivable Balance as of 12/31/2018 \$ _____	Allowance for Bad Debts (\$ _____)
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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 12/31/2018: \$ _____	Balance as of 12/31/2018: \$ _____
Type of Loan: _____	Type of Loan: _____
Type of Loan: \$ _____	Type of Loan: \$ _____
Balance as of 12/31/2018: \$ _____	Balance as of 12/31/2018: \$ _____

LOAN(S) TO COMPANY

LOANS TO SHAREHOLDER(S)/PARTNER(S)

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

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

LOAN PAYBACK TO COMPANY

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

NEW ASSET PURCHASES

(NEEDED FOR PPT - DUE 01/31/2018)

2018 ESTIMATED TAX PAYMENTS

DATE	DESCRIPTION	COST		FEDERAL	CIT
1. / /	_____	\$ _____	1st Qtr (04/17/2018)	\$ _____	\$ _____
2. / /	_____	\$ _____	2nd Qtr (06/15/2018)	\$ _____	\$ _____
3. / /	_____	\$ _____	3rd Qtr (09/17/2018)	\$ _____	\$ _____
4. / /	_____	\$ _____	4th Qtr (01/15/2018)	\$ _____	\$ _____
5. / /	_____	\$ _____	2017 overpayment applied to 2018	\$ _____	\$ _____

