

# GURIN & GURIN

## 2019 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			
Street Address		Mailing Address	
City/State/Zip		City/State/Zip	
Best Phone		Other Phone	
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](http://www.gurin-gurin.com) & complete Corporate Minutes Questionnaire.*

<b>OFFICER(S)</b>	<b>BOARD OF DIRECTORS</b>
-------------------	---------------------------

**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: \_\_\_\_\_

## 2019 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 01/01/2019 (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 12/31/2019 (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 '19 State Unemployment Forms)	\$
Insurance - Auto	\$	Taxes - Medicare (include 1st-4th Qtr '19 Forms 941)	\$
<b>Insurance - Health (Officer Only)</b>	\$	Taxes - Social Security (include 1st-4th Qtr '19 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 2019)	# _____	# _____	# _____	# _____
- Business Miles (driven in 2019)	# _____	# _____	# _____	# _____
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 2019, YOU MUST ISSUE 1099\***

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

**2019 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 01/01/2019: \$ _____	Balance as of 01/01/2019: \$ _____
Balance as of 12/31/2019: \$ _____	Balance as of 12/31/2019: \$ _____
Account Name: _____	Account Name: _____
Type of Account: _____	Type of Account: _____
Balance as of 01/01/2019: \$ _____	Balance as of 01/01/2019: \$ _____
Balance as of 12/31/2019: \$ _____	Balance as of 12/31/2019: \$ _____

**BUSINESS LOAN BALANCE(S)**

*(Check with financial institution, if necessary)*

Type of Loan: _____	Type of Loan: _____
Balance as of 12/31/2019: \$ _____	Balance as of 12/31/2019: \$ _____
Interest Paid in 2019: \$ _____	Interest Paid in 2019: \$ _____
Type of Loan: _____	Type of Loan: _____
Balance as of 12/31/2019: \$ _____	Balance as of 12/31/2019: \$ _____
Interest Paid in 2019: \$ _____	Interest Paid in 2019: \$ _____

**ACCOUNTS RECEIVABLE**

Trade Notes & Accounts Receivable Balance as of 12/31/2019 \$ _____	Allowance for Bad Debts ( \$ _____ )
---	--------------------------------------

**AUTO LOAN BALANCE(S)**

*(Check with financial institution, if necessary)*

Type of Loan: _____	Type of Loan: _____
Amount of Loan: \$ _____	Amount of Loan: \$ _____
Balance as of 12/31/2019: \$ _____	Balance as of 12/31/2019: \$ _____
Type of Loan: _____	Type of Loan: _____
Amount of Loan: \$ _____	Amount of Loan: \$ _____
Balance as of 12/31/2019: \$ _____	Balance as of 12/31/2019: \$ _____

**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 01/31/20)**

**2019 ESTIMATED TAX PAYMENTS**

DATE	DESCRIPTION	COST	FEDERAL	CIT
1. _____	_____	\$ _____	1st Qtr (04/15/2019) \$ _____	\$ _____
2. _____	_____	\$ _____	2nd Qtr (06/17/2019) \$ _____	\$ _____
3. _____	_____	\$ _____	3rd Qtr (09/16/2019) \$ _____	\$ _____
4. _____	_____	\$ _____	4th Qtr (01/15/2020) \$ _____	\$ _____
5. _____	_____	\$ _____	2018 overpayment applied to 2019 \$ _____	\$ _____

# NOTES

Please list any questions or additional information you may have. If in response to a specific page, please reference page & item in question.

## **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.