Stephen G. Brilliant, M.S., CPA

NEW BUSINESS CLIENT TAX ORGANIZER

<u>Instructions</u>: The following information is required for preparation of your Business Tax Returns. Please fill out this form completely and return it with the requested information for your business tax preparation. Place checkmarks in applicable boxes to indicate information being submitted. If item does not apply to your business, mark "<u>N/A</u>" beside the box and note any discrepancies in the margins or on a separate piece of paper. To avoid any confusion and facilitate more efficiency in preparation of your tax returns, please wait to submit the information until all of the requested items are available. If you have questions, please contact us at <u>908-725-1000</u>.

Com	npany Name:					
Busi	ness Address (To be used on tax ret	um):				
You	r Name:	Your Phone:	Email Address:	:		
Com	npany Bookkeeper:	Their Work Phone:	Their Email Ad	dress:		
Com	npany Website:	Please Circle if Your Bu	siness is on Either o	of the Followin	ng	
		Facebook:	Yes or No	Twitter:	Yes or No	
		Instagram:	Yes or No			
		ORGANIZATIONAL INFO	RMATION			
	Describe the principal business ac	tivity of your company:				
_ □ F	ederal Identification Number (EIN):	NJ Business	ID:		
- II	ncorporation/Organization Date:					
	Copy of Articles of Incorporation/L	LC Organization				
	Copy of LLC Operating Agreement	or Partnership Agreement				
	Copy of Partner/Shareholder Buy/S	Sell Agreement				
	Copy of IRS S Corporation Accepta	ance Notice (if applicable)				
	Copy of Sales Tax-NJ Reg. (PIN, Sa	ales Tax)				
	Business Ownership Information					
		l I	SOCIAL	NO. OF	% OF	% OF TIME
	OWNER NAME(S)	HOME ADDRESS	SECURITY NUMBER	SHARES	OWNER- SHIP	WORKING II BUSINESS

OWNER NAME(S)	HOME ADDRESS	SOCIAL SECURITY NUMBER	NO. OF SHARES	% OF OWNER- SHIP	% OF TIME WORKING IN BUSINESS

ORGANIZATIONAL INFORMATION - continued

	Officer Appointments If Applicable			
	President: T	reasurer:		
	Vice President: S	Secretary:		
	Physical Address of Principal Business Location:			
	Physical Address of Additional Business Location(s):			
	Copy of 2023 Year Federal Tax Return as prepared by yourself/pri *You may need to request from your prior accountar	ior accountant าt	* (if applica	ble)
	Copy of 2022 Year Federal Tax Return			
	Copy of 2023 Year State Tax Return(s) as prepared by yourself/pri *You may need to request from your prior accountar		* (if applica	ble)
	Copy of 2022 Year State Tax Return			
	Copy of 2023 Year Local Tax Return(s) as prepared by yourself/pr *You may need to request from your prior accountar		t* (if applica	able)
	Copy of 2022 Year Local Tax Return			
	Copy of Prior Year Fixed Asset/Depreciation Report as prepared *You may need to request from your prior accountar		rior account	ant* (if applicable)
	Copy of Amortization Schedule(s) for ALL Loans/Leases/Mortg (if applicable) *You may need to request from your prior accountant		pany book	ss as prepared by yourself/prior accountant*
	Shareholder/Member Basis amounts as of prior year tax return LLCs only) *You may need to request from your prior accountar		as prepare	d by yourself/prior accountant* (S Corps &
	TAX COMPLIAN	ICE MATI	ERS	
R	EGARDING 2024	YES	NO	EXPLANATIONS
	ave all required 1099s been filed & issued? If no, would you like our ssistance? If yes, please provide copies of all 1099s and 1096.			
	id you maintain mileage logs for all vehicles driven for business urposes?			
	o you keep records to support business purpose for all travel and eals (entertainment expenditures are no longer permitted)?			
	o you have a Sales Tax account? <i>If no, would you like our</i> ssistance?			
D	o you have a Use Tax account? If no, would you like our assistance?			
	o you have any overdue Payroll Taxes, or some returns not filed? <i>If</i> es, please explain.			

Do you have any overdue Sales Taxes, or some returns not filed? If yes, please explain.		
Do you have any overdue Property Taxes, or some returns not filed? If yes, please explain.		
Were you a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account, or other financial account in a foreign country? If yes, please explain.		
Did you carry \$10,000 in a foreign bank account for even one day during the year? If yes, please list and explain.		
Did you have any foreign income or pay any foreign taxes? If yes, please list and explain.		

SPECIAL DEDUCTIONS AND TAX CREDITS

REGARDING 2024	YES	NO	EXPLANATIONS
Did you continue to pay wages to any armed service members while away on active duty this year? (Differential Wage Credit)			
Did you pay or incur any expenses to provide access to persons with disabilities? (Disabled Access Credit)			
Do your employees receive tips and are those tips properly reported as wages? (Employer Tip Credit)			
If your business is located in an Empowerment Zone, do you have employees who also reside within that Empowerment Zone? (To check to see if you might be in an Empowerment Zone locale, go to www.hud.gov/crlocator) (Empowerment Zone & Renewal Community Credit)			
Did you buy fuel to operate business equipment or off-road vehicles? (Fuel Tax Credit) If yes, please provide total gallons used.			
Did you start a NEW employee pension plan? (Pension Start-up Credit)			
Do you provide health insurance benefits to employees who are not owners or owners' family members? (Small Employer Health Insurance Credit)			
Are there any other credits or deductions related to your industry which you feel you might qualify? Please explain.			

OTHER SITUATION IMPACTING TAX PREPARATION

REGARDING 2024	YES	NO	EXPLANATIONS
Did you receive any letters or tax notices from the IRS or other tax authority?			
Did you change or add states in which your company makes sales or does business?			
Did you change or add cities in which your company makes sales or does business?			
Did the Company buy or sell a business or business segment?			
Did the Company engage in any new activities?			
Did the Company incur any theft or casualty losses during the year?			
Did the Company abandon or retire any business assets?			
Did the Company experience foreclosure on any business property?			
Is the possibility of bankruptcy present – either now or pending?			

Di	id the	Company experience any debt forgiveness?		
Di	id the	Company refinance or restructure any outstanding debt?		
		Company experience any lawsuits or other legal matters, or are nding?		
Di	id the	Company engage in any bartering activity?		
		Company loan money to or receive loans from its /shareholders/members?		
		er/shareholder/member loans occurred, was a loan agreement y drawn up to formalize the loan?		
		here any owner/ownership % changes that occurred? <i>If yes, provide details.</i>		
		here any officer/director appointment changes? If yes, please e details.		
Aı	re the	ere any other matters that we should be aware of?		
		FINANCIAL DATA & DOC	UMENTS RE	QUIRED
	Pro	vide copies of all letters and tax notices received from the IRS	or other taxing a	uthority
	Cor	mplete journal of 2024 year accounting/bookkeeping records,	oresented in one o	of the three following manners:
	1.	IF the financial records are kept in QuickBooks: Please proyear end. Please provide the QuickBooks version, user name a		
		2020, 2021, 2022 & 2023, 2024 and online).		
		2020, 2021, 2022 & 2023, 2024 and online). QuickBooks Version		Password
	2.	,	y another firm: Ple	ease provide a copy of these statements prepared
	2.	QuickBooks Version (Year) User Name _ IF Financial Statements are prepared in another software or b	y another firm: Ple I ledger for the enti	ease provide a copy of these statements prepared re year. vailable: Please provide check stubs or check
	3.	QuickBooks Version (Year) User Name _ IF Financial Statements are prepared in another software or b for completion of the tax return. Also, include a complete general IF no formal financial statements or computerized accounts	y another firm: Ple I ledger for the enti ing records are av tts, as well as cash	ease provide a copy of these statements prepared re year. vailable: Please provide check stubs or check receipt records for the year.
	3. Cop	QuickBooks Version (Year) User Name _ IF Financial Statements are prepared in another software or b for completion of the tax return. Also, include a complete general IF no formal financial statements or computerized account disbursement ledgers with a clear description of the disbursement	y another firm: Ple I ledger for the enti ing records are av tts, as well as cash mber 2024 and Jan	ease provide a copy of these statements prepared re year. vailable: Please provide check stubs or check receipt records for the year. nuary 2025 or last month of fiscal year-end.
	3. Cop	QuickBooks Version(Year) User Name _ IF Financial Statements are prepared in another software or b for completion of the tax return. Also, include a complete general IF no formal financial statements or computerized account disbursement ledgers with a clear description of the disbursement by of the Bank Reconciliation for ALL bank accounts for December 1.	y another firm: Ple I ledger for the enti ing records are av its, as well as cash mber 2024 and Jan irniture & Building	ease provide a copy of these statements prepared re year. **vailable: Please provide check stubs or check receipt records for the year. **puary 2025 or last month of fiscal year-end. **pumprovements \geq \$2,500
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	3. Cop Cop Did Cop	QuickBooks Version(Year) User Name _ IF Financial Statements are prepared in another software or b for completion of the tax return. Also, include a complete general IF no formal financial statements or computerized account disbursement ledgers with a clear description of the disbursement by of the Bank Reconciliation for ALL bank accounts for Decer Dies of invoices for purchase of ALL Machinery, Equipment, Fu you make any major repairs to your equipment, property, or leave	y another firm: Pleading records are another are another are another. As well as cash and a cash are another 2024 and Jaraniture & Building eased facilities TH into during this years are assumed to the covide statements.	ease provide a copy of these statements prepared re year. **railable:* Please provide check stubs or check receipt records for the year. **puary 2025 or last month of fiscal year-end. **g Improvements > \$2,500 **IS year? If yes, describe. **par.* **period. **for all months in the period.
	3. Cop Did Cop Cop	QuickBooks Version(Year) User Name _ IF Financial Statements are prepared in another software or b for completion of the tax return. Also, include a complete general IF no formal financial statements or computerized account disbursement ledgers with a clear description of the disbursement by of the Bank Reconciliation for ALL bank accounts for Decer oies of invoices for purchase of ALL Machinery, Equipment, Fu you make any major repairs to your equipment, property, or let oies of ALL new capital lease or new loan agreements entered oies of ALL loan, line of credit, or credit card statements for th If records are not maintained in QuickBooks/other software p	y another firm: Ple I ledger for the entiing records are avents, as well as cash mber 2024 and Jarurniture & Building eased facilities TH into during this year to be last month in the provide statements y of the amortization	ease provide a copy of these statements prepared re year. **railable:* Please provide check stubs or check receipt records for the year. **nuary 2025 or last month of fiscal year-end. **g Improvements \geq \$2,500 IS year? If yes, describe. **par.* **aperiod.* **for all months in the period in schedule you use to track balance.
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	3. Cop Did Cop Cop	QuickBooks Version	y another firm: Pleading records are avoits, as well as cash and a cash are avoits. As well as cash are avoits as well as cash are avoits. As well as cash are avoits as well as cash are avoits. As well as cash are avoits and are avoits as well as a well as well as a	ease provide a copy of these statements prepared re year. **railable:* Please provide check stubs or check receipt records for the year. **nuary 2025 or last month of fiscal year-end. **g Improvements \geq \$2,500 IS year? If yes, describe. **par.* **aperiod.* **for all months in the period in schedule you use to track balance.

- 3) a Payroll Summary report for the first pay date in January.
- If using ADP/Paychex or other payroll company— If we have not been previously granted access, please contact your rep to provide us direct access to reports. (If this has been done previously, please disregard.)
- □ 1099s Please provide copies of all 1099s (w/ 1096) issued to vendors.

	If doing business in multiple	States or multiple local Citie	es, please provide	a breakout of				
	o Sales by location	Wages	by location	New Fixed	Asset p	urchases	by locat	ion
	Unreimbursed Auto Mileage Total	•	or business purpo	oses (do not incl	ude com	muting mile	es)	
	Provide copies of all letters a	and tax notices received from	n the IRS or other	taxing authority	/			
	Estimated Tax Payments – Please provide a listing of all Federal, State & City/Local tax payments made toward the current in the table below. If these payments are not clearly stated in an Income Tax expense account, please indicate where to payments have been posted.							
	FEDERAL	STATE	С	CITY/LOCAL			OTHER	2
	DATE AMOUNT	DATE AMOUN	IT DATE	AMOUI	NT	DATE		AMOUNT
	Company Health Inquirance I	NECESSARY B	ENEFIT DISC	CLOSURES				
	Do you have a Grou	Plan: p Health Insurance plan?(circ	cle one):		Yes	No	N/A	
	Is this plan owned by	the business? (circle one):			Yes	No	N/A	
	Do you have more the state of the state	nan one employee - including t	he owner? (circle o	one):	Yes	No	N/A	
	Do you reimburse you	ourself or other employees for	health insurance?	(circle one):	Yes	No	N/A	
	Please list Total Hea	Ith Insurance Premiums paid o	on behalf of each o	wner (List total b	y Shareh	older/Mem	ber)	
П	Life Insurance Policy on Sha	reholder(s)/Member(s):						
	Policy owner is (circle)		Company		Other			
	Beneficiary is (circle	one):	Company		Other			
	List of Total Life Insu	rance paid by company on be	half of each owner	(List total by Sh.	areholde	r/Member)		
	Retirement /Pension/Profit S Type of Plan (circle of	•	SIMPLE	SEP 401(k)	Don	't Know ☺		
	Amount / % of emplo	oyer match						
	Please provide listing	g of eligible employees						
SIG	NATURE OF COMPANY REPR	PESENTATIVE SUBMITTING	INFORMATION FO	OR TAX PREPAR	RATION:			
I ha	ave compiled the information propany operations for the 2024 to	ovided and answers contained					nation tru	uthfully reflect
Su	hmitted by:			Dato:				