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NEW BUSINESS CLIENT TAX ORGANIZER

Instructions: 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 "N/A" 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 [908-725-1000](tel:908-725-1000).

Company Name:		
Business Address (To be used on tax return):		
Your Name:	Your Phone:	Email Address:
Company Bookkeeper:	Their Work Phone:	Their Email Address:
Company Website:	Please Circle if Your Business is on Either of the Following... Facebook: Yes or No Twitter: Yes or No Instagram: Yes or No	

ORGANIZATIONAL INFORMATION

- Describe the principal business activity of your company: _____

- Federal Identification Number (EIN): _____ NJ Business ID: _____

- Incorporation/Organization Date: _____

- Copy of Articles of Incorporation/LLC Organization
- Copy of LLC Operating Agreement or Partnership Agreement
- Copy of Partner/Shareholder Buy/Sell Agreement
- Copy of IRS S Corporation Acceptance Notice (if applicable)
- Copy of Sales Tax-NJ Reg. (PIN, Sales Tax)
- Business Ownership Information

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: _____ Treasurer: _____

Vice President: _____ 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/prior accountant* *(if applicable)*
 *You may need to request from your prior accountant
- Copy of 2022 Year Federal Tax Return**
- Copy of 2023 Year State Tax Return(s)** as prepared by yourself/prior accountant* *(if applicable)*
 *You may need to request from your prior accountant
- Copy of 2022 Year State Tax Return**
- Copy of 2023 Year Local Tax Return(s)** as prepared by yourself/prior accountant* *(if applicable)*
 *You may need to request from your prior accountant
- Copy of 2022 Year Local Tax Return**
- Copy of Prior Year Fixed Asset/Depreciation Report** as prepared by yourself/prior accountant* *(if applicable)*
 *You may need to request from your prior accountant
- Copy of Amortization Schedule(s) for ALL Loans/Leases/Mortgages on company books** as prepared by yourself/prior accountant* *(if applicable)*
 *You may need to request from your prior accountant
- Shareholder/Member Basis amounts as of prior year tax return calculations** as prepared by yourself/prior accountant* *(S Corps & LLCs only)*
 *You may need to request from your prior accountant

TAX COMPLIANCE MATTERS

REGARDING 2024...	YES	NO	EXPLANATIONS
Have all required 1099s been filed & issued? <i>If no, would you like our assistance? If yes, please provide copies of all 1099s and 1096.</i>			
Did you maintain mileage logs for all vehicles driven for business purposes?			
Do you keep records to support business purpose for all travel and meals (entertainment expenditures are no longer permitted)?			
Do you have a Sales Tax account? <i>If no, would you like our assistance?</i>			
Do you have a Use Tax account? <i>If no, would you like our assistance?</i>			
Do you have any overdue Payroll Taxes, or some returns not filed? <i>If yes, please explain.</i>			

Do you have any overdue Sales Taxes, or some returns not filed? <i>If yes, please explain.</i>			
Do you have any overdue Property Taxes, or some returns not filed? <i>If yes, please explain.</i>			
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? <i>If yes, please explain.</i>			
Did you carry \$10,000 in a foreign bank account for even one day during the year? <i>If yes, please list and explain.</i>			
Did you have any foreign income or pay any foreign taxes? <i>If yes, please list and explain.</i>			

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? <i>(Differential Wage Credit)</i>			
Did you pay or incur any expenses to provide access to persons with disabilities? <i>(Disabled Access Credit)</i>			
Do your employees receive tips and are those tips properly reported as wages? <i>(Employer Tip Credit)</i>			
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) <i>(Empowerment Zone & Renewal Community Credit)</i>			
Did you buy fuel to operate business equipment or off-road vehicles? <i>(Fuel Tax Credit) If yes, please provide total gallons used.</i>			
Did you start a NEW employee pension plan? <i>(Pension Start-up Credit)</i>			
Do you provide health insurance benefits to employees who are not owners or owners' family members? <i>(Small Employer Health Insurance Credit)</i>			
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?			

Did the Company experience any debt forgiveness?			
Did the Company refinance or restructure any outstanding debt?			
Did the Company experience any lawsuits or other legal matters, or are any pending?			
Did the Company engage in any bartering activity?			
Did the Company loan money to or receive loans from its officers/shareholders/members?			
If officer/shareholder/member loans occurred, was a loan agreement properly drawn up to formalize the loan?			
Were there any owner/ownership % changes that occurred? <i>If yes, please provide details.</i>			
Were there any officer/director appointment changes? <i>If yes, please provide details.</i>			
Are there any other matters that we should be aware of?			

FINANCIAL DATA & DOCUMENTS REQUIRED

- Provide copies of all letters and tax notices received from the IRS or other taxing authority
- Complete journal of 2024 year accounting/bookkeeping records, presented in one of the three following manners:
 1. **IF the financial records are kept in QuickBooks:** Please provide a backup copy with information entered and updated through year end. Please provide the QuickBooks version, user name and password below. *(Currently supporting all QuickBooks versions 2020, 2021, 2022 & 2023, 2024 and online).*

 QuickBooks Version _____ (Year) User Name _____ Password _____
 2. **IF Financial Statements are prepared in another software or by another firm:** Please provide a copy of these statements prepared for completion of the tax return. Also, include a complete general ledger for the entire year.
 3. **IF no formal financial statements or computerized accounting records are available:** Please provide check stubs or check disbursement ledgers with a clear description of the disbursements, as well as cash receipt records for the year.
- Copy of the Bank Reconciliation for ALL bank accounts for December 2024 and January 2025 or last month of fiscal year-end.
- Copies of invoices for purchase of ALL Machinery, Equipment, Furniture & Building Improvements ≥ \$2,500
- Did you make any major repairs to your equipment, property, or leased facilities THIS year? If yes, describe.
- Copies of ALL new capital lease or new loan agreements entered into during this year.
- Copies of ALL loan, line of credit, or credit card statements for the last month in the period.
 - If records are not maintained in QuickBooks/other software provide statements for all months in the period
 - If loan statements are not provided by lender, provide a copy of the amortization schedule you use to track balance.
- Copies of Shareholder/Officer loan agreements for ALL Shareholder/Officer loans made to/given from business in tax year. *(Include interest rates and loan repayment requirements.)*
- Payroll
 - o Who prepares your payroll? _____
 - o Please provide the following:
 - 1) a YTD Summary Report
 - 2) all W-2s and W-3
 - 3) a Payroll Summary report for the first pay date in January.
 - o 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.

