



J&B Tax Accountants, Inc.  
8151 West 44<sup>th</sup> Avenue  
Wheat Ridge, CO. 80033  
303-424-4996  
303-424-5013 fax  
info@jbtax.com

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**S-CORPORATE TAX QUESTIONNAIRE**  
**for**

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To assist in the accurate and timely preparation of your S-Corporate tax return, please fill out and sign the attached questionnaire(s) and forward back to us at your convenience. The questionnaires are divided into four sections:

- 1) **General Management and Operating Questions.**
- 2) **Business Vehicle Questions (if applicable).**
- 3) **QuickBooks Accounting Questions (if applicable).**
- 4) **Disclaimer (if applicable).**

**Once completed, please return the Questionnaire to one of the following:**

- **Fax:** (303) 424-5013
- **Email:** Dan: [dan@jbtax.com](mailto:dan@jbtax.com) or J.D.: [jd@jbtax.com](mailto:jd@jbtax.com)
- **Mail:** 8151 W 44<sup>th</sup> Ave Wheat Ridge CO 80033-4459



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### **S-Corporation Management Questionnaire**

It is important as a corporate business owner that you understand all of the following questions. If you need clarification or assistance on any question, contact us at your convenience to discuss.

Do you use QuickBooks for your accounting software? *If "Yes", please fill out attached QuickBooks Questionnaire.	Yes*	No
Do you use a business vehicle for the corporation? *If "Yes", please fill out attached Vehicle Questionnaire.	Yes*	No
Are all business bank accounts under the corporate name and federal ID number?	Yes	No
Are all business credit cards under the corporate name and federal ID number?	Yes	No
Are all business loans under the corporate name and federal ID number?	Yes	No
Are all registered assets (vehicles and machinery) under the corporate name?	Yes	No
Did you issue 1099's to all individuals, LLC's, attorneys and landlords before Jan 31st?	Yes	No
Do you pay health insurance through the corporation?	Yes	No
Do you use personal funds (cash/credit/checks) for corporate expenses?	Yes	No
Do you use corporate funds for personal expenses?	Yes	No
Did you loan any money to the corporation in the last year?	Yes	No
Did you file and pay Use Tax for your corporation?	Yes	No
Did you file and pay Personal Property Tax for your corporation?	Yes	No
Are you in Good Standing with the Colorado Secretary of State?	Yes	No
Did you meet, record and sign your Annual Minutes of the Shareholders?	Yes	No
Did you meet, record and sign your Annual Minutes of the Directors?	Yes	No
Did you meet, record and sign your Annual Minutes of the Officers?	Yes	No
Do you own Stock Certificates from your Corporation?	Yes	No

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated



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**S-Corporation Business Vehicle Questionnaire**

It is important as a corporate business owner that you understand all of the following vehicle questions. If you need clarification or assistance on any question, contact us at your convenience to discuss.

Do you use a business vehicle for the corporation? Yes    No\*  
 \*If "No", please stop here and disregard the Vehicle Questionnaire.

Description of Business Vehicle: (make copies if more than one vehicle)

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Is this business vehicle registered in the corporate name? Yes    No\*  
 \*If "No", you can only take standard mileage rate (see below)

If not a corporate vehicle, do you have a Mileage Reimbursement Plan? Yes    No

Is this business vehicle insured in the corporate name? Yes    No

Do you use this business vehicle for any personal use? Yes    No

Do you track the vehicle expenses on your books at 100%? Yes    No

Do you keep a mileage log for business and personal use? Yes    No\*  
 \* If "No", IRS can disallow ALL your vehicle expenses

Mileage Accounting for Vehicle Deduction:

Beginning Odometer (Jan 1st) \_\_\_\_\_

Ending Odometer (Dec 31st) \_\_\_\_\_

Total Personal Miles for the Year \_\_\_\_\_

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Dated



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**S-Corporation QuickBooks Questionnaire**

It is important as a corporate business owner that you understand all of the following accounting questions. If you need clarification or assistance on any question, contact us at your convenience to discuss.

Do you use QuickBooks for the corporate accounting? Yes    No\*  
 \*If "No", please stop here and disregard this QuickBooks Questionnaire.

Please provide the following information in regards to your accountant/bookkeeper:

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 User Name and Password for QuickBooks: \_\_\_\_\_

**Answer the following questions in regards to the QuickBooks data:**

Are all the corporate bank accounts reconciled for 12/31?	Yes	No
Are all the corporate liabilities and loans reconciled for 12/31?	Yes	No
Are all the corporate credit cards reconciled for 12/31? (if applicable)	Yes	No
Did you account for any new assets purchased by the corporation?	Yes	No
Did you account for any assets sold by the corporation?	Yes	No

**BEGINNING TAX YEAR 2011** – Due to new IRS regulations, J&B Tax Accountants can no longer make adjustments to your tax return information based on your QuickBooks data without all of the supporting documentation. This means that J&B Tax Accountants will not be reviewing or offering opinion on your QuickBooks data. Your on-site accountant or bookkeeper will be responsible for ALL entries and reconciliations into your QuickBooks file, and, therefore, also responsible for the corporate tax return. As such:

Do you want J&B to reconcile the books before preparing the tax return? Yes    No\*  
 \*If "No", please sign the attached disclaimer on next page.

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Dated



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**Accounting Disclaimer**  
**for**

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This signed statement is to acknowledge that the client has prepared and reviewed the accounting that will be used for the preparation of the business tax return. It is the understanding of the client that J&B Tax Accountants, Inc. has not reviewed or audited the information to verify its accuracy and as such can render no opinion on it.

If, upon review by a government agency, the accounting information is found to be inaccurate for reporting purposes, the client will be responsible to substantiate any position taken. If the client would like representation on any accounting work not overseen by J&B Tax Accountants, Inc., the client will deposit a retainer fee equal to 15% of the estimated fee. The hourly rate for client representation shall not exceed \$125/hour.

If the client would like J&B Tax Accountants, Inc. to prepare, review and/or audit the business books, the client understands that there will be an additional fee included with the preparation of the tax return. The hourly rate for accounting preparation, review and/or auditing shall not exceed \$75/hour.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Dated