



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

SINGLE MEMBER LLC TAX QUESTIONNAIRE **for**

To assist in the accurate and timely preparation of your personal tax return, please fill out and sign the attached questionnaire(s) and forward back to us at your convenience. The questionnaire is divided into sections. Note: Not all sections may apply to your situation.

- 1) **General Management and Operating Questions.**
- 2) **Income and Expense Worksheet**
- 3) **Business Vehicle Questions (if applicable).**
- 4) **Office in Home Worksheet (if applicable).**
- 5) **Estimated Taxes (if applicable).**
- 6) **QuickBooks Accounting Questions (if applicable).**
- 7) **Disclaimer (if applicable).**

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

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



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Single Member LLC Management Questionnaire

It is important as an LLC 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.

Are all business bank accounts under the LLC name and federal ID number?	Yes	No
Are all business credit cards under the LLC name and federal ID number?	Yes	No
Are all business loans under the LLC name and federal ID number?	Yes	No
Are all registered assets (vehicles and machinery) under the LLC 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 LLC?	Yes	No
Do you use personal funds (cash/credit/checks) for LLC expenses?	Yes	No
Do you use LLC funds for personal expenses?	Yes	No
Did you loan any money to the LLC in the last year?	Yes	No
Did you generate income from a State other than Colorado?	Yes	No
Did you file and pay Use Tax for your LLC?	Yes	No
Did you file and pay Personal Property Tax for your LLC?	Yes	No
Are you in Good Standing with the Colorado Secretary of State?	Yes	No
Do you have an Operating Agreement for your LLC	Yes	No

Signed

Dated



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Single Member LLC Income & Expenses Worksheet

Do you use QuickBooks for the LLC accounting?

Yes* No

*If "Yes", please stop here and go to the QuickBooks Questionnaire.

Business Information	
Principal Business	
Business Address	
Federal ID Number	

Cost of Goods Sold	
Inventory Cost (Beginning)	
Purchases	
Cost of Labor	
Materials and Supplies	
Inventory Cost (Ending)	

Income	
Gross Receipts or Sales	
Returns and Allowances	

Depreciable Assets	(Over \$500)
Description	
Date Purchased	
Cost of Asset	
Note: Please list any add'l assets	

Business Expenses	
Advertising/Website	
Auto (see Worksheet)	
Commissions	
Contract Labor	
Business Insurance	
Legal & Professional	
Office Expense	
Rent (Equipment and Tools)	
Rent (Office or Storage)	
Repairs and Maintenance	
Operating Supplies	
Taxes & Licenses	
Travel	
Meals & Entertainment	
Utilities	
Cell Phone	
Internet	
Educational	
Occupational Dues	
Health Insurance	
Other (list)	



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Business Vehicle Questionnaire

It is important as a 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 LLC? Yes No*
*If "No", please stop here and disregard the Vehicle Worksheet.
- Did you purchase a new business vehicle this year? Yes* No
If "Yes", please provide copy of sales invoice.
- Do you have evidence to support business use (i.e. mileage log)? Yes No
- Do you know the difference between commuting and business mileage? Yes No

Please fill out the following information (attach separate worksheet if more than one vehicle).

Vehicle Description	
Model of Vehicle	
Make of Vehicle	
Year of Vehicle	

Odometer Readings	
Beginning of year	
End of year	
Total miles	
Business miles (before 7/1)	
Business miles (after 6/30)	
Commuting miles	
Personal miles	



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Business Vehicle Worksheet

There are two methods to deduct your vehicle expenses, **Standard Mileage Rate** (based on your business miles) and **Actual Expenses** (based on your annual costs). You can only claim one method on your tax return.

Are you taking the **Standard Mileage Rate** for your vehicle expenses? Yes* No

If "Yes" please stop here. Your mileage is reported on previous worksheet.

If you are taking the **Actual Expenses**, please fill out the information below.

Purchased Vehicles	
Date purchased	
Owned or financed?	
Loan balance - 12/31	
Interest paid in current year	
Date sold	
Sales price	

Leased Vehicles	
Date leased	
Monthly lease payment	
Date of final payment	

Actual Expenses	
Gasoline	
Insurance	
Oil and lube	
Repairs	
Tires	
License and registration	
Auto club - AAA	
Emissions	
Parking and Tolls	

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Office In Home Questionnaire and Worksheet

- Do you use an office in the home for your LLC business? Yes No*
 *If "No", please stop here and disregard the Office in Home Worksheet.
- Is your Office in Home used regularly and exclusively as your business office? Yes No
- Is your business a daycare? Yes* No
 If "Yes", see Daycare only below.
- Did you claim Office in Home expenses last year? Yes No*
 If "No", see Cost of Home information below.

Business Use of Home	
Total square feet of home.	
Total square feet of office.	
Did you live in home all year?	

Home Expenses	
Mortgage Interest (Form 1098)	
Real Estate Taxes	
Homeowners Insurance	
Rent (if you don't own)	
Repairs and Maintenance	
Utilities: See below*	
*Includes Gas/electric/water/trash/HOA dues	

Cost of Home	(1st year only)
Purchase price of home*	
FMV on date of home office	
Cost of prior improvements	
Date placed in service	
Date taken out of service	
*Please provide settlement statement	

Daycare Only	
Total hours used for daycare	
Did you live in home all year?	



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Estimated Taxes Paid

Did you pay any estimated tax payments for your LLC?

Yes No*

*If "No", please stop here and disregard this Estimated Tax Worksheet.

Federal Payments	
1st Quarter	April 15th
Amount Paid	
Date Paid	

State Payments	
1st Quarter	April 15th
Amount Paid	
Date Paid	

2nd Quarter	June 15th
Amount Paid	
Date Paid	

2nd Quarter	June 15th
Amount Paid	
Date Paid	

3rd Quarter	Sept 15th
Amount Paid	
Date Paid	

3rd Quarter	Sept 15th
Amount Paid	
Date Paid	

4th Quarter	Jan 15th
Amount Paid	
Date Paid	

4th Quarter	Jan 15th
Amount Paid	
Date Paid	

Federal Extension	
Current Year	April 15th
Amount Paid	
Date Paid	

State Extension	
Current Year	April 15th
Amount Paid	
Date Paid	



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Single Member LLC QuickBooks Questionnaire

It is important as an LLC 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 LLC 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 LLC bank accounts reconciled for 12/31?	Yes	No
Are all the LLC liabilities and loans reconciled for 12/31?	Yes	No
Are all the LLC credit cards reconciled for 12/31? (if applicable)	Yes	No
Did you account for any new assets purchased by the LLC?	Yes	No
Did you account for any assets sold by the LLC?	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 accounting on the 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

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Accounting Disclaimer
for

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