



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

---

## **SOLE PROPRIETORSHIP 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 J&B Tax:**

- **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



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

---

### **Management Questionnaire**

It is important as a 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 have a separate business bank account?	Yes	No
Do you have a trade name for your business?	Yes*	No
*If yes, are you in Good Standing with the Colorado Secretary of State?	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 business?	Yes	No
Did you generate income from a State other than Colorado?	Yes	No
Did you file and pay Use Tax for your business?	Yes	No
Did you file and pay Personal Property Tax for your business?	Yes	No

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated



**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

### **Sole Proprietorship Income & Expenses Worksheet**

Do you use QuickBooks for the business accounting?

Yes\*    No

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

<b>Business Information</b>	
Principal Business	
Business Address	
Federal ID Number	

<b>Cost of Goods Sold</b>	
Inventory Cost (Beginning)	
Purchases	
Cost of Labor	
Materials and Supplies	
Inventory Cost (Ending)	

<b>Income</b>	
Gross Receipts or Sales	
Returns and Allowances	

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

<b>Business Expenses</b>	
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)	



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

---

### **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 business? 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).

<b>Vehicle Description</b>	
Model of Vehicle	
Make of Vehicle	
Year of Vehicle	

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



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

### 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.

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

<b>Leased Vehicles</b>	
Date leased	
Monthly lease payment	
Date of final payment	

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

\_\_\_\_\_

Signed

\_\_\_\_\_

Dated



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

### Office In Home Questionnaire and Worksheet

Do you use an office in the home for your 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?	



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

---

### **Estimated Taxes Paid**

Did you pay any estimated tax payments for your business?

Yes    No\*

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

<b>Federal Payments</b>	
<b>1st Quarter</b>	April 15th
Amount Paid	
Date Paid	

<b>State Payments</b>	
<b>1st Quarter</b>	April 15th
Amount Paid	
Date Paid	

<b>2nd Quarter</b>	June 15th
Amount Paid	
Date Paid	

<b>2nd Quarter</b>	June 15th
Amount Paid	
Date Paid	

<b>3rd Quarter</b>	Sept 15th
Amount Paid	
Date Paid	

<b>3rd Quarter</b>	Sept 15th
Amount Paid	
Date Paid	

<b>4th Quarter</b>	Jan 15th
Amount Paid	
Date Paid	

<b>4th Quarter</b>	Jan 15th
Amount Paid	
Date Paid	

<b>Federal Extension</b>	
<b>Current Year</b>	April 15th
Amount Paid	
Date Paid	

<b>State Extension</b>	
<b>Current Year</b>	April 15th
Amount Paid	
Date Paid	



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

---

### **Sole Proprietor QuickBooks Questionnaire**

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

\_\_\_\_\_  
Dated





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

---

**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