



## S-CORPORATION

Income:		Reported through 1099MISC?	Y	N	If so, please provide 1099MISC			
Did you pay yourself a W2?	Y	N	(If so, please provide form W-2)		Did you pay others in W2 wages?	Y	N	(If so, please provide form W-3)
How much did you pull from the business account (draws/distributions)?						Cash contributions?		
Advertising:		(this includes discounts, freebies, giveaways, donations, postings, marketing)						
Commissions & Fees:		Did you pay out any 1099MISCs?		Y	N	If yes, please provide Form 1096		
Insurance:		(this includes auto, mal-practice, liability, business)						
Interest:		(this includes Business credit card/loan interest)						
Legal & Professional:		(this includes our fees, bookkeeping, IT, payroll, legal, financial, or other consultations)						
Office Expense:		(this includes paper, printers, ink, pens, & other office supplies)						
Office in Home?(OIH)	Y	N	Percentage of your OIH?		(SQ footage of room divided by SQ footage of total home)			
Annual total Utilities:		(please include electric, gas, water, sewage, garbage, HOA)						
Annual Internet:								
Annual Rent :		(if applicable)						
Annual Cell:								
Postage:								
Professional uniforms:		(clothing, shoes, accessories used only in the business or logo'd clothing)						
Pension/Profit Sharing Plans:								
Repairs & Maintenance:		(repairs on equipments used in business, (do not include auto-see separate))						
Supplies:		(things that are not measured/allocated to a particular item sold - ie a woodworker has glue/nails/etc used on product)						
COGS:		(things used/allocated per project - ie a woodworker would put the cost of his wood used on projects)						
Taxes/Licenses:		(taxes & licenses pertaining to your business, city taxes, etc.)						
Travel:		(trips with 50% of time spent on business matters. Include lodging, gas, meals, airline tickets, etc.)						
Meals & Entertainment:		(meals/entertainment taken alone during day to day business activities)						
Business Relations:		(meals/entertainment taken with partners, coworkers, clients, etc. also include client gifts)						
Did you have inventory?	Y	N	What was your beginning inventory?			Ending inventory?		
Continuing Education:		(include classes, literary material, etc.)						
Subscriptions & Dues:		(include subscriptions to QuickBooks, online business sources, softwares, etc.)						
Bank Fees:		(include monthly account fees, NSF, overcharges, etc.)						
Any major electronic/appliance/tool/equipment etc. purchase?		Y	N	Date Purchased:		Purchase Price:		
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Did you sell any major asset(s) in the business in 2017?		Y	N	If so, we need Asset, date sold, and proceeds from sale/trade:				

### Balance Sheet items

If you have Quickbooks, print off your balance sheet for 2017 and submit it to us - be sure to have all items below. If not, please answer questions below

**ASSETS**

What was your ending business bank account balance as of 12/31/17:	(this includes business checking, savings, money markets, etc.)
What was your ending accounts receivables:	(Outstanding incoming invoices(what clients owe you) as of 12/31/2017)

**GOODWILL PARTNER #1** (if you are a new client and this has not yet been evaluated)

Do you have any college degrees?	Y	N	
Where was your 1st degree :			What was your major?
Where was your 2nd degree:			What was your major?
Where was your 3rd degree:			What was your major?
Do you have any special certifications that are required by your job?	Y	N	(i.e. certain jobs that would require n ROC, food handlers card, CPR certification, etc.)
How many years of experience do you have in this industry?			

**GOODWILL PARTNER #2** (if you are a new client and this has not yet been evaluated)

Do you have any college degrees?	Y	N	
Where was your 1st degree :			What was your major?
Where was your 2nd degree:			What was your major?
Where was your 3rd degree:			What was your major?
Do you have any special certifications that are required by your job?	Y	N	(i.e. certain jobs that would require n ROC, food handlers card, CPR certification, etc.)
How many years of experience do you have in this industry?			

**GOODWILL PARTNER #3** (if you are a new client and this has not yet been evaluated)

Do you have any college degrees?	Y	N	
Where was your 1st degree :			What was your major?
Where was your 2nd degree:			What was your major?
Where was your 3rd degree:			What was your major?
Do you have any special certifications that are required by your job?	Y	N	(i.e. certain jobs that would require n ROC, food handlers card, CPR certification, etc.)
How many years of experience do you have in this industry?			

**LIABILITIES**

Ending balance of Accounts Payable:	(outstanding invoices that you owe other companies as of 12/31/2017)
Ending balance of Current Liabilities:	(please include all Business credit cards, short term loans, etc. as of 12/31/2017)
Ending balance of Long Term Liabilities:	(please include all buiness loans, etc. longer than 12 months as of 12/31/2017)
Partner #1 cash/capital contributions	(please list partner and dollar amount contributed to the business throughtout 2017)
Partner #2 cash/capital contributions	(please list partner and dollar amount contributed to the business throughtout 2017)
Partner #3 cash/capital contributions	(please list partner and dollar amount contributed to the business throughtout 2017)