

Business Checklist

Are you a new client to Franceska Blackford, CPA ? Yes/No

Date: _____

President's Name: _____ Phone Number: () _____

Business Name: _____ Profession/Product: _____

Business Address: _____ EIN: _____

Please answer each of the following questions regarding your business' activities for the prior year:

1. Did your business buy or sell any property/equipment? Yes/No
2. Did you refinance or obtain any new lines of credit? Yes/No
3. Did you file your annual report with the State? Yes/No
4. Did you file your tangible return with the County? Yes/No
5. Are you in compliance with Workers' Compensation Law? Yes/No
6. Did you sell/give any ownership interest in your company? Yes/No
7. Are you providing Health Insurance to yourself or your employees? Yes/No
8. What is your outstanding business debt on December 31? \$ _____
9. Are you paying yourself adequate compensation? Yes/No
10. Are you correctly following your accountable plan? Yes/No
11. Have you provided me with your new unemployment rate papers? Yes/No
12. What was your cash balance in your business account on Dec. 31? \$ _____

Please list all of your equipment/asset purchases below:

Date of purchase/ Cost of Purchase /Description of Purchase

1. _____
2. _____
3. _____
4. _____