

Franceska Blackford CPA PA

Annual Business Checklist

Are you a new client to Franceska Blackford, CPA? YES NO

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

Business Name: _____ Profession/Product: _____

Business Address: _____ EIN: _____

Email: _____

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. What was your cash balance in your business account on Dec. 31? \$ _____

Please list all your equipment/asset purchases below:

Date of purchase/ Cost of Purchase /Description of Purchase

- _____
- _____
- _____
- _____