

2010 BUSINESS TAX RETURN QUESTIONNAIRE

To further assist in the organization of your business's 2010 tax information, the following is a tax questionnaire relating to specific transactions that may have occurred during the year. This tax questionnaire is mandatory in order to ensure that we prepare the most accurate tax return possible; we strongly recommend that you take a few moments and complete the following questions. Failure to answer will be treated as "NO" or "Zero" in each instance.

General Business Information (All businesses):

Yes

No

Did the business address change during 2010?

If yes, please provide the new address, phone number, cell phone number, and email address in the sections below:

Address:

Email:

Cell phone:

Work phone:

Did the business elect or revoke its S-corporation status during 2010?

Was there a change in ownership at any time during 2010? Please note that a change in ownership may create a transaction resulting in special reporting requirements. Please discuss this matter with one of our tax managers.

If yes, please provide the following information on any new shareholders/partners:

Names of Incoming Shareholders/Partners:

Social Security No./EIN:

Date of Transfer:

% of Ownership/# of Shares Transferred to:

If yes, please provide the following information on any old shareholders/partners:

Names of Outgoing Shareholders/Partners:

Date of Transfer:

% of Ownership/# of Shares Transferred from:

| Related Party Transactions (Continued): | | Yes | No |
|---|--|------------------------------|-----------|
| Have any of the shareholders, partners, or members loaned money to the business? | | | |
| If yes, has a legal note from the lender to the business been executed? | | | |
| Also, please provide the following information: | | | |
| Amount Lent: | | | |
| Date Lent: | | | |
| Terms of Note: | | | |
| Has the business loaned money to any of the shareholders, partners, members, or family members? | | | |
| If yes, has a legal note from the business to the borrower been executed? | | | |
| Also, please provide the following information: | | | |
| Amount Lent: | | | |
| Date Lent: | | | |
| Terms of Note: | | | |
| Have any of the shareholders, partners, or members contributed additional capital to the business? | | | |
| Automobile Expenses (All businesses): | | Yes | No |
| Does the business provide company vehicles for its employees (including shareholders and partners/members)? | | | |
| If yes, do the business employees maintain mileage logs and trip sheets for each trip? Automobile expenses need to be substantiated with mileage logs and trip sheets for each trip. Commuting miles between home and a fixed work location are not considered deductible business miles. | | | |
| For each employee vehicle, please provide the following information (if more than two vehicles, please include on separate attachment): | | | |
| Vehicle #1 - Make, Model, and Year: | | | |
| Date Placed in Service: | | | |
| Employee Using Auto: | | | |
| Mileage From January 1, 2010 to December 31, 2010: | | | |
| Total Miles Driven: | | Total Business Miles Driven: | |
| Vehicle #2 - Make, Model, and Year: | | | |
| Date Placed in Service: | | | |
| Employee Using Auto: | | | |
| Mileage From January 1, 2010 to December 31, 2010: | | | |
| Total Miles Driven: | | Total Business Miles Driven: | |
| Has the business included any personal use of the automobile in the employee's income? | | | |

| Personal Computers for Out-of-Office Use and Cellular Phones (All businesses): | | | | Yes | No |
|--|--|-------------------------|--|------------|-----------|
| Does the business provide cellular phones to employees for the convenience of the employer and as a condition of employment? | | | | | |
| If yes, does the business maintain a written policy statement requiring an employee to limit personal use of cellular phones to de minimis amount? Without such written statement, the depreciation and expenses related to the phones may not be deductible | | | | | |
| Does the business provide personal computers to its employees (including shareholders and partners/members) for use outside of work? Expenses associated with these types of arrangements are only deductible for the percentage of documented business use. | | | | | |
| If yes, please provide the following information (if more than two items, please provide on additional attachment): | | | | | |
| Employee Name: | | Employee Name: | | | |
| Computer: | | Computer: | | | |
| Amount of Business Use: | | Amount of Business Use: | | | |
| Entertainment Expenses (All businesses): | | | | Yes | No |
| Has the business incurred any entertainment costs? Business meals for employees such as holiday parties, lunches, birthdays, company outings are 100% deductible if only employees and their family attend. Business meals with clients are only 50% deductible and require that you document who you dined with and the business purpose. A receipt is not required for expenses under \$75, but documentation is still required. Entertaining clients at any event, such as a sporting event, etc., is only 50% deductible and you must document that there was a bona fide business discussion prior to or following the entertainment event. | | | | | |
| Does the business have documentation to support these costs as a deduction? | | | | | |
| How much entertainment expense incurred is deductible? | | | | \$ | |
| Charitable Deductions (All businesses): | | | | Yes | No |
| Did the business make any charitable contributions? For charitable contributions for less than \$250, the business is required to substantiate the amount given with a receipt. For charitable contributions for \$250 or more, the business is required to substantiate the amount given with written acknowledgement from the charitable organization. | | | | | |
| How much in cash did the business make in charitable contributions? | | | | \$ | |
| Does the business have receipts? | | | | | |
| How much in check or credit card did the business make in charitable contributions? | | | | \$ | |
| Does the business have written acknowledgement for all contributions over \$250? | | | | | |
| Did the business make any contributions with appreciated property? | | | | | |