

## JK ASSOCIATES LLC - 2018 TAX YEAR BUSINESS INTERVIEW SHEET (INCLUDING SELF-EMPLOYED, PARTNERSHIPS, RENTAL PROPERTIES, ETC)

Name of Business: \_\_\_\_\_ Responsible Party: \_\_\_\_\_

NEW: Responsible party's SSN \_\_\_\_\_ phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business:     C-Corp    S-Corp    Partnership    Sole Proprietor    QJV    Rental

---

List all states in which business was conducted last year:

---

If you paid \$600 or more to any contractor (eg. accountant, lawyer, carpenters, etc) for services in 2018, you may be required to file Form 1099. If you are unsure, please ask! This is a required question on your return and there are penalties for non-compliance.  
 Did you make any payments in 2018 that would require you to file Form(s) 1099?    Yes    No  
 If yes, did you file those forms?    Yes    No    Do you want JK Associates LLC to file those forms? (Fees apply)    Yes    No

All businesses are required to maintain adequate records. Please indicate your method of recordkeeping  
 QuickBooks    other accounting program    written general ledger    Excel spreadsheet    other    none  
 Accounting method:    Cash    Accrual

**GENERAL**

- 1 Were any assets sold, retired, or converted to personal use last year?
- 2 Does your business have inventory?
- 3 Do you have an accountable plan for reimbursement of employee/owner expenses?
- 4 If self-employed, do you have deductible health insurance premiums (including Medicare)?
- 5 Did you receive a 1099-K (for credit card payments)?
- 6 Did you use a home office regularly and exclusively for business?
- 7 Did your business make any estimated tax payments to federal, state, or other authorities?
- 8 How many employees does your business have?
- 9 Do you have a capitalization policy?
- 10 Did you contribute money or withdraw money from your business?
- 11 Did you loan money to your business or receive a loan from your business?
- 12 Did you use any personal assets (i.e. home computer, car phone, etc.) for business?
- 13 Did you use any business assets for personal use?
- 14 Maryland requires an annual report and personal property tax return if your business is incorporated or an LLC. Other businesses (non-LLC partnerships and sole proprietors) are required to file if they have property or inventory. The due date is April 15<sup>th</sup>. Do you want us to prepare your Maryland Annual Report and Personal Property Tax Return?

| YES | NO |
|-----|----|
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |
|     |    |

**BANKING**   ( Check if you do not have a business account)

- 15 Was all business income deposited into your business account?
- 16 Were all business expenses paid for from your business account?
- 17 Was your business account used only for business expenses?
- 18 Are bank accounts, credit cards and loans already reconciled?

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**BUSINESSES: IF YOU ANSWER NO TO ANY QUESTION 19-20, PLEASE EXPLAIN BELOW**

- 19 Do you have the required documentation for all deductions claimed, including date, amount, place, business purpose, parties involved and business relationship of the parties for all meals, entertainment, travel, business auto, and business gifts deducted?
- 20 Did you keep contemporaneous mileage logs? THE IRS REQUIRES LOGS.

| YES | NO |
|-----|----|
|     |    |
|     |    |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Digital Signature