

To maintain our commitment to provide exceptional tax planning and preparation services that meet our high standards of quality, it is of utmost importance to submit your tax information to us by the deadlines noted below. At a minimum, your tax information consists of your signed engagement letter, a completed organizer, **and** the majority of the information needed to complete your business tax return (for example, your QuickBooks file and supporting documentation).

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**S Corporations - deadline during tax season for the March 15th due date:**  
**Wednesday, February 19, 2025**

**C Corporations - deadline during tax season for the April 15th due date:**  
**Wednesday, February 26, 2025**

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We expect to extend the majority of our client's tax returns this year. Meeting the above deadline does not guarantee that your tax return(s) will be completed by the due date, but it will give us enough time to provide an accurate estimate by the April 15<sup>th</sup> due date that may be needed to estimate the taxes for the corporation and/or the related owners.

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**S Corporations - deadline after tax season for the September 15th due date:**  
**Wednesday, July 9, 2025**

**C Corporations - deadline after tax season for the October 15th due date:**  
**Wednesday, July 16, 2025**

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If you are unable to meet the above deadline, we cannot guarantee that your tax return will be done timely, and you may be subject to late filing penalties imposed by the IRS.

## **OTHER INFORMATION AND DEADLINES**

**Deadlines for signed tax forms that are e-filed:** By noon on the day of the due date.

**Deadlines for payments and/or tax forms that need to be mailed:** By noon the day before the due date.

We will not be pre-scheduling appointments for your 2024 tax return. You can either drop off, mail-in or upload your tax information to your secure portal. If you need an appointment, you can call our office at 907-456-2222 to schedule an in-person or virtual appointment. If dropping off between 8 am - 9 am, please call us and we will come downstairs to get it from you.

If you upload information to your portal, please email [admin@wkscpa.com](mailto:admin@wkscpa.com) after you have uploaded **all of your tax documents**. If you have any problems uploading or accessing your portal, call 907-456-2222 and Caitlynn or Malia can help.

Filling out the organizer questionnaire is the best way to ensure a complete and accurate return. When filling out the organizer, **please do not use pencil, highlighter, or neon stickies** as these do not scan well. Also, there is no need to staple documents to the organizer or staple any documents together.

We appreciate your business and the confidence you have placed in us.

## 2024 1120/1120S Tax Questionnaire for

Please provide the following:

Done N/A

Signed engagement letter

If your company uses QuickBooks, please provide us with an accountant's copy using the instructions that follow this questionnaire

What version of QuickBooks are you using?

Online

Desktop what year? \_\_\_\_\_

Have you created an external accountant user for WKS to use? Yes ☐ No ☐

Have you communicated to [admin@wkscpa.com](mailto:admin@wkscpa.com) the transfer password for WKS to download your QB file from the intuit server? Yes ☐ No ☐

Have you communicated to [admin@wkscpa.com](mailto:admin@wkscpa.com) the username and password for WKS to access your QuickBooks file? Yes ☐ No ☐

If your company does not use QuickBooks, a Balance Sheet and Income Statement as of the end of the year (by separate trades/businesses, if applicable)

All 1099's and Schedule K-1's received

Vehicle & mileage data for all corporate owned passenger vehicles

A copy of 2024 W-2's for all officers and owners of the corporation

A copy of 2024 Form W-3, Form 940, and quarterly payroll tax returns

Yes No N/A

Are all of your travel and meal expenses substantiated by adequate record  
**Note:** If you have meals and other expenses related to a company-wide party, they might be fully deductible. Please note the amount and account these expenses are recorded to: \_\_\_\_\_

Do you have evidence to substantiate all your charitable contributions?

If yes, did you receive any promotional/advertising in return? Yes No

Did the company allow any shareholders and/or their family members to use company vehicle(s) for personal purposes, including commuting?

If yes, provide a schedule showing total and business miles by vehicle and note which shareholder used which vehicle. Was the value of all personal use by shareholders included as taxable compensation on their W-2? Yes ☐ No ☐

If an S Corporation, do all outstanding shares of stock have identical rights to distribution and liquidation proceeds?

If an S Corporation, did each shareholder participate more than 500 hours during the tax year in day to day operations? If not, provide details.

If you are a C Corporation, did the corporation pay dividends? If yes, attach a schedule reflecting date declared, date paid, amount and form of payment (cash, other) and 1099-Div's filed by the corporation (if not prepared by this office).

Yes No

Are your bank and credit card reconciliations completed through the end of year?

On those bank and credit card reconciliations are there any outstanding items over 6 months old? If yes, what is the plan to fix? Please provide detail.

	Yes	No
Are there any amounts recorded as a deduction for entertainment (this is entertainment only - do not include the cost of meals in the amount)?	<input type="checkbox"/>	<input type="checkbox"/>
If so, note the amount: \$ _____ and the account(s) it is recorded to: _____		
Are there any amounts recorded as a deduction for break room snacks/coffee that are not available to the general public/customers?	<input type="checkbox"/>	<input type="checkbox"/>
If so, note the amount: \$ _____ and the account(s) it is recorded to: _____		
Did the corporation make any payments in 2024 that would require it to file Form(s) 1099?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you prepared and filed all required Form(s) 1099? (provide copies, if not prepared by WKS)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Generally, every person engaged in a trade or business must issue a Form 1099-Misc or 1099-NEC to all non-corporate entities and to all attorneys (whether or not a corporation) that were paid during the year at least \$600 in rents, services (including parts and materials), prizes and awards, or other income payments. Payments via credit card or payment card and certain other types of payments, including third-party network transactions (such as PayPal) should not be included on these forms.</i>		
Did the company purchase fuel subject to US fuel taxes that was used for off-road purposes? If yes, provide a schedule showing the type of fuel and number of gallons used for off-road purposes.	<input type="checkbox"/>	<input type="checkbox"/>
Were there any deposits of income that were received before year-end that were not recorded in your G/L for the year and/or any checks written before year-end that were not mailed until after year-end?	<input type="checkbox"/>	<input type="checkbox"/>
At the end of the year, were there any amounts payable to a shareholder such as interest payable, wages payable, or vacation payable? If yes, provide a schedule of the amounts payable by each shareholder and the date actually paid.	<input type="checkbox"/>	<input type="checkbox"/>
Did the corporation purchase or dispose of any assets during the year? If yes, provide a schedule of assets acquired and/or disposed of during the year including date acquired, date sold/disposed, sales or purchase price, including any trade-in allowance and selling expenses. Please note if purchased/sold to a related party.	<input type="checkbox"/>	<input type="checkbox"/>
Did the company purchase or construct and energy efficient property? If yes, please note the property, date placed in service, and cost.		
The IRS allows companies to have an accounting policy in place that states that all purchases under a certain dollar limit will be expensed as a supply, rather than capitalized and depreciated. For most companies, the maximum dollar amount allowed by the IRS is \$2,500 per item. <b><u>What is the dollar limit per item per your company policy?</u></b>		
<input type="checkbox"/> \$2,500 (most common) <input type="checkbox"/> \$5,000 <input type="checkbox"/> other \$ _____		
Has the IRS or any state Department of Revenue recently examined any prior year's return or have you received any correspondence from the IRS or any state Department of Revenue regarding changes to prior year returns (in which we have not already been informed)?		
Has the corporation filed its Alaska Biennial Report? The biennial report is due January 2 <sup>nd</sup> every other year. If you are not current in your filing, do so at <a href="http://www.commerce.alaska.gov/CBP/Main">www.commerce.alaska.gov/CBP/Main</a> .		
Has the corporation renewed its business license? If you have not already renewed your business license, you should do so as soon as possible at <a href="http://www.commerce.alaska.gov/CBP/Main">www.commerce.alaska.gov/CBP/Main</a> .		
Can the IRS discuss questions about this return with us (the preparer)?		

**Please mark the appropriate box(es) if you had any of the following occur since 12/31/2023 for calendar year entities (or your prior fiscal year-end) and provide details:**

- ☐ name, email address, and/or address changes for the primary contact for the company
- ☐ name, email address, and/or address changes for the existing shareholders of the corporation
- ☐ changes to officers during the year - if yes, provide us with their name, title, and address
- ☐ changes to stock ownership - if yes, provide name(s), addresses, date of ownership change, the amount and percentage of stock ownership changes and the percentage of time devoted to the business of any new owner
- ☐ changes to buy/sell agreement(s)
- ☐ updates to the corporation's minute book for the year - provide copies
- ☐ operations in any states other than Alaska during the year
- ☐ make any federal and/or state estimated income tax (**not payroll**) payments - if yes, provide a schedule of payments made
- ☐ pay life insurance premiums on behalf of any officers or shareholders - if yes, provide a schedule with amounts by officer/shareholder and date paid
- ☐ purchase new or cancel any existing life insurance policies on employees and/or directors
- ☐ purchase or sell any real estate - if yes, provide the settlement statements
- ☐ make distributions of cash/property to shareholders, including those financed with debt - if yes, provide a schedule, by shareholder, that shows the amount of cash and/or fair market value of property, date(s) distributed, and details of related debt
- ☐ make payments on a loan from a shareholder
- ☐ receive any contributions of additional capital or loans made to the corporation by any new or existing shareholder
- ☐ incur and/or pay any fines, penalties, lobbying expenses, club dues or political contributions (often a portion of professional dues are indicated as non-deductible lobbying expenses, the amount of which can be found on your professional dues invoice)
- ☐ obtain any new loans during the year, restructure any existing loans, and/or refinance any debt - if yes, provide loan documents for all loans and note if any of the new loans are from related parties or shareholders
- ☐ relieved of any debt by means other than payment
- ☐ have any long-term lease agreements where the lease has deferred or increasing payments
- ☐ rented any property, including real estate, on a lease of 3 years or more to a non-profit or other tax-exempt entity
- ☐ make changes in the method of determining quantities, cost, or valuations between opening and closing inventory during the year
- ☐ acquire an interest in a foreign bank account, an ownership interest in a foreign entity, have assets in or operate a business in a foreign country, have any sales to a foreign country, make any payments to a foreign person, and/or be a grantor or transferor to a foreign trust
- ☐ acquire, use, dispose of, or hold any virtual currency
- ☐ engage in any bartering activity
- ☐ acquire or dispose of a business or business segment, engage in any new activities, or discontinue operations
- ☐ dissolved the corporation or have plans to dissolve in the next year

**Only fill out this section if your company has any payroll, including for owners/shareholders**

	Yes	No	N/A
Did the company maintain a written policy that prohibits personal use of company vehicles, including commuting, by non-shareholder employees? If no, describe your company policy and indicate if the value of all personal use by non-shareholder employees was included as taxable compensation on their W-2? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the company pay fringe benefits to shareholders who own more than 2% and/or their family members? If yes, provide a schedule and indicate which benefits have been included in their W-2.	<input type="checkbox"/>	<input type="checkbox"/>	
Did the company allow shareholders who own more than 2% and/or their family member to participate in an FSA or cafeteria plan? If yes, provide information.	<input type="checkbox"/>	<input type="checkbox"/>	
Do you provide parking for your employees?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you operate your business in an area where parking is customarily free? If no, please mark the box next to each item that applies to you: <input type="checkbox"/> have reserved preferential parking spots for any employee(s) <input type="checkbox"/> have a separate parking area for use by only your employee(s) <input type="checkbox"/> greater than 50% of your parking area is available for use to the general public, including customers, and not used by your employees	<input type="checkbox"/>	<input type="checkbox"/>	
Do you pay travel and/or meals per diem to your employees? If yes, provide a summary of your per diem policy, a schedule showing the per diem payments and note the G/L account that these expenses are recorded to: _____	<input type="checkbox"/>	<input type="checkbox"/>	
If you have any type of retirement plan, have you fulfilled all reporting and contribution requirements timely? If not, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>	
Did the company provide health insurance or any other health benefits, such as a health reimbursement arrangement, to any employees? If yes, please describe all of your health benefits provided to employees. If you were required to file Form 1094-C with the IRS, please mark this box <input type="checkbox"/> and provide us with a copy.	<input type="checkbox"/>	<input type="checkbox"/>	
Did the company hire any employee(s) that qualify for the work opportunity tax credit (certificate of eligibility must be filed with the state at the time of hire)?	<input type="checkbox"/>	<input type="checkbox"/>	

Client Notes:

## **SENDING THE QUICKBOOKS ACCOUNTANT'S COPY FILE**

Using the Accountant's Copy of your file is an efficient way to share data with us. As a business owner, you can continue your day-to-day tasks while we have a copy of the file to review and in which to make any necessary adjustments that will merge back into your file.

If you have QuickBooks for Mac, disregard the following instructions. You can find the instructions to send us a backup for our use at <https://community.intuit.com/articles/1390150>.

**A friendly reminder: before removing the Accountant's Copy restriction, please consult with us. If you decide to remove the restrictions, you will not be able to import the accountant's changes.**

### **Creating an External Accountant User**

Prior to creating the accountant's copy, it is recommended that you set up an external accountant user by following the 5 steps listed below. The external accountant user does not have access to sensitive customer data such as credit card numbers.

1. Click **Company, Setup Users and Passwords** and choose **Setup Users**. To access this menu, you will have to enter in your main QuickBooks Admin password.
2. Click **Add User**. The set up user password and access dialog appears.
3. Enter a user name and password for the external accountant user. Use WKS as the user name with a password of your choice. Write down the password as you will need to email it to us (see below). Click **Next**.
4. Select **External Accountant** as the access for this new user and click **Next**. A warning will pop up asking if you are sure you want to give this new user access to all areas of QuickBooks; click **Yes**. Then click **Finish**. You have now created an external accountant user.

### **Send using Intuit's Accountant's Copy File Secure Transfer Service or send via email attachment or USB**

The **preferred method** of sending an accountant's copy is through Intuit's File Secure Transfer Service. However, this is only available in recent versions of QuickBooks. Therefore, some QuickBooks users may need to create a file that can be emailed, uploaded to our portal or dropped off on a USB.

To create an accountant's copy for either method, visit this website for step-by-step instructions:  
[https://quickbooks.intuit.com/learn-support/en-us/help-article/company-file/create-accountant-copy-company-file-quickbooks/L7vx8V8F3\\_US\\_en\\_US](https://quickbooks.intuit.com/learn-support/en-us/help-article/company-file/create-accountant-copy-company-file-quickbooks/L7vx8V8F3_US_en_US)

### **Items to note when creating an accountant's copy:**

1. When prompted, make sure to choose 1/1/2025 as the dividing date.
2. For Intuit's file transfer service, use [admin@wksepa.com](mailto:admin@wksepa.com) for your accountant's email. Our firm will receive an email notification that your data file is ready to download.
3. For Intuit's file transfer service, use a strong password that is seven characters long and contains at least one capital letter and one digit. **Send this "transfer" password along with the external accountant password and your QuickBooks version in a separate email to us at [admin@wksepa.com](mailto:admin@wksepa.com) or call us 907-456-2222.**
4. If unable to use Intuit's file transfer server, you can email your QB file to us (it will have a .QBX extension) as an email attachment to [admin@wksepa.com](mailto:admin@wksepa.com) or copy it to a removable data storage device (CD, USB, etc.). **Make sure to send the external accountant user password and QuickBooks version in a separate email to us at [admin@wksepa.com](mailto:admin@wksepa.com) or call us at 907-456-2222.**
5. If you must use a USB or other removable data storage device to transfer your file, it is preferred to be brought to the office in person so that we are able to transfer the file and immediately return the USB. **Note: Any USB or CD received in the mail may be destroyed after the data has been transferred unless otherwise requested.** This policy is set in place to protect your sensitive data.