

WKS, A PROFESSIONAL CORPORATION

This organizer will help you collect the information we need to prepare your tax return(s).

You may return it by:

- dropping it off
- emailing it to admin@wkscpa.com
- uploading it to your portal on our website at www.wks.cpa
- faxing it to 907-456-8325
- mailing it to our office

This must be done before we can begin preparation of your return.

A fillable version of this questionnaire will be available by January 31, 2025 at <https://www.wkscpa.com/2024-tax-questionnaires>.

Please answer all the questions, using not applicable (N/A) where appropriate, and provide the additional information requested. If you have other information you think may pertain to your return, or if you're not sure where to put certain items, please attach them to the back of the organizer.

IMPORTANT INFORMATION ABOUT UNCLAIMED PROPERTY

Unclaimed property refers to assets or funds that have been left inactive or unclaimed by their rightful owner for a specified period. As a business owner, it's crucial to recognize the various forms of unclaimed property that may arise within your operations. Common examples a business might encounter include uncashed payroll checks, customer overpayments, and unredeemed gift certificates. As a business owner, it's important to keep an eye on these and know that state laws **REQUIRE** you to report and hand over unclaimed property after a certain period.

If your business is located in Alaska, visit <https://unclaimedproperty.alaska.gov/> for more information or to file a report. If your business is located in another state, you can visit <https://unclaimed.org/> to find information for your specific location.

2024 Schedule C/E Tax Questionnaire for: _____

Please provide the following:

| | Done | N/A |
|--|--------------------------|--------------------------|
| If your company uses QuickBooks, please provide us with an accountant's copy using the instructions that follow this questionnaire | <input type="checkbox"/> | <input type="checkbox"/> |
| What version of QuickBooks are you using? Online <input type="checkbox"/> Desktop <input type="checkbox"/> what year? _____ | | |
| Have you created an external accountant user for WKS to use? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Have you communicated to admin@wkscpa.com the transfer password for WKS to download your QB file from the intuit server? Done <input type="checkbox"/> | | |
| Have you communicated to admin@wkscpa.com the username and password for WKS to access your QuickBooks file? Done <input type="checkbox"/> | | |
| 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) | <input type="checkbox"/> | <input type="checkbox"/> |
| All 1099's and Schedule K-1's received | <input type="checkbox"/> | <input type="checkbox"/> |
| Mileage data for all partnership/LLC owned passenger vehicles | <input type="checkbox"/> | <input type="checkbox"/> |
| A copy of 2024 Form W-3, Form 940, and quarterly payroll tax returns | <input type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No |
| If an LLC, has the Alaska Biennial Report been filed? The biennial report is due January 2nd every other year. If you are not current in your filing, you can file online at www.commerce.alaska.gov/CBP/Main/ . | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the company renewed its business license? If you have not already renewed your business license, you should do so as soon as possible at www.commerce.alaska.gov/CBP/Main/ . | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all of your travel and meal expenses substantiated by adequate records? 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: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have evidence to substantiate all of your charitable contributions? Did you receive any promotion or advertising in return? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there any amounts recorded as a deduction for entertainment (this is entertainment only-do not include the cost of meals in the amount)? If so, note the amount \$ _____ and the account(s) it is recorded to: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there any amounts recorded as a deduction for break room snacks/coffee that are not available to the general public/customers? If so, note the amount \$ _____ and the account(s) it is recorded to: _____ | <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"/> |
| Are your bank and credit card reconciliations completed through the end of the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 details. | <input type="checkbox"/> | <input type="checkbox"/> |
| Did the company provide fringe benefits to the owner, including but not limited to health insurance, other health benefits and/or retirement contributions? If yes, provide a schedule detailing the amount paid by the company. | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| At the end of the year, were there any amounts payable to the owner such as such as interest payable? If yes provide a schedule of the amounts payable and the date actually paid. | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|---|--------------------------|--------------------------|
| Did the company 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"/> |
|---|--------------------------|--------------------------|

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.

| | | |
|--|--------------------------|--------------------------|
| Did the company 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"/> |
|--|--------------------------|--------------------------|

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. **What is the dollar limit per item per your company policy?**

\$2,500 (most common) \$5,000 other \$ _____

| | | |
|---|--------------------------|--------------------------|
| Can the IRS discuss questions about this return with us (the preparer)? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

Only fill out this section if your company has any payroll

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | N/A |
| Did the company maintain a written policy that prohibits personal use of company vehicles, including commuting, by employees? If no, describe your company policy and indicate if the value of all personal use by employees was included on their W-2? YES <input type="checkbox"/> NO <input type="checkbox"/> | <input type="checkbox"/> | <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"/> | <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"/> |
|--|--------------------------|--------------------------|

| | | |
|--|--------------------------|--------------------------|
| 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"/> |
|--|--------------------------|--------------------------|

| | | |
|--|--------------------------|--------------------------|
| 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"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

- have reserved preferential parking spots for any employee(s)
- have a separate parking area for use by only your employee(s)
- greater than 50% of your parking area is available for use to the general public, including customers, and not used by your employees

| | | |
|--|--------------------------|--------------------------|
| 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"/> |
|--|--------------------------|--------------------------|

Please mark the appropriate box(es) if you had any of the following occur since 12/31/2023 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 owner
- ownership changes during the year
- changes to your operating agreement-please provide an updated copy
- operations in any states other than Alaska during the year
- pay life insurance premiums on behalf of the owner - if yes provide a schedule of amounts paid
- purchase new or cancel any existing life insurance policies on employees/owner
- purchase or sell any real estate - if yes, provide the settlement statements
- make distributions of cash and/or property to the owner - if yes, provide a schedule including fair market value of property, cash amounts, and date(s) distributed
- owner personally guarantee any entity debt or modified/removed any prior guarantees - if yes, provide copies of any new guarantees and details of any changes
- receive any contributions of cash and/or assets to the company - if yes, provide a schedule including fair market value and partner/member basis of asset and cash amounts and date(s) contributed
- 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, 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
- 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
- dissolve the company or have plans to dissolve in the next year

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

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@wkscpa.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@wkscpa.com or call us at 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@wkscpa.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@wkscpa.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.