

YEAR END BUSINESS INFORMATION

Company Name

Preferred Method of Contact: Email / Phone / Text

	Y	N	N/A
1 Does your Company provide any expense reimbursements to employees? If yes, is there a written plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Did you make any payments that would require you to file form 1099? If Yes, did you / will you file all required forms 1099?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Did your Company receive a PPP loan through the SBA? If yes, was the PPP loan forgiven in 2021? (if so please provide notification of forgiveness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Was there a change in ownership in 2021? (if yes provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Did you pay all payroll tax deposits in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Did you / will you file an annual MN Sales and Use tax report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Did you buy, sell, exchange or scrap any business property or equipment during the year? If Yes, attach details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Does your Company have a foreign account, or signature authority over a foreign account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Does your Company have foreign owners, or own an interest in a foreign company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Does your Company transact business in any other states? If Yes, Please indicate the additional State returns that you would like us to prepare:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Did you engage in any bartering transactions during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Amount of Life Insurance Premiums paid for Owners through Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Amount of Contribution to MN Nongame Wildlife Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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\$	

Business Vehicles:

Vehicle Description <small>(If new include Date placed in service)</small>	Odometer 1/1/2021	Odometer 12/31/2021	Commuting Miles	Personal Miles	Business Miles	Total Miles Driven This Year

QUICKBOOKS USERS Please provide an **Accountant's Copy** (Jan 2022 cutoff) and the following:

Quickbooks Version (year) _____ **Username / Password** _____
Intuit File Transfer Password if applicable _____

Signature: _____

Name and Title _____