Business interview worksheet

For partnerships, multi-member LLCs, S corporations and C corporations. Complete it from your books for the year, then upload it with your financial statements.

Business entity

- ☐ LLC with one member
- ☐ LLC with more than one member
- ☐ Partnership
- ☐ S corporation
- ☐ C corporation
- ☐ Not sure

Firm information

Legal name

Doing business as

Employer Identification Number

Date formed or incorporated

State of formation

Street address

City

State

Zip

Telephone

Email

Main activity or product

Owners

Each owner receives a Schedule K-1 (partnerships and S corporations).

Owner name	Title	Ownership %	Active in the business?

Tax year and accounting method

- ☐ Calendar year
- ☐ Fiscal year, ending month:
- ☐ Short year, beginning date:
- ☐ Cash method
- ☐ Accrual method
- ☐ Other method:

Details for fiscal year, short year or other method

Estimated taxes paid, if any

Payment	Due date	Date paid	Amount paid
First quarter			
Second quarter			
Third quarter			
Fourth quarter			

Inventory

Does the business carry merchandise or inventory? ☐ Yes ☐ No

Inventory at the beginning of the year	$	Purchases	$
Cost of labor	$	Other costs	$

Inventory at the end of the year	$	Cost of goods sold	$

Income and main deductions

Gross receipts or sales	$	Returns and allowances	$
Other income	$	Compensation of officers	$
Salaries and wages	$	Repairs and maintenance	$
Bad debts	$	Rents	$
Taxes and licenses	$	Interest	$
Depreciation	$	Advertising	$
Pension and profit-sharing plans	$	Employee benefit programs	$

Additional deductions

Accounting and bookkeeping	$	Amortization	$
Automobile and truck	$	Bank charges	$
Commissions	$	Credit and collection costs	$
Delivery and freight	$	Dues and subscriptions	$
Equipment rent	$	Gifts	$
Insurance	$	Janitorial	$
Laundry and cleaning	$	Legal and professional	$
Meals	$	Miscellaneous	$
Office expense	$	Outside services and contractors	$
Parking fees and tolls	$	Permits and fees	$
Postage	$	Printing	$
Security	$	Supplies	$
Telephone and internet	$	Tools	$
Travel	$	Uniforms	$
Utilities	$		$
	$		$

Total additional deductions $

Year-end balances and payroll

Cash in bank on the last day of the year	$	Money customers owe the business	$
Loans the business owes	$	Money owners put in this year	$
Money owners took out this year	$	Equipment bought this year	$

Did the business have employees and file payroll returns (Forms 941 and W-2)? ☐ Yes ☐ No

Did the business pay contractors who may need a Form 1099? ☐ Yes ☐ No

Did ownership change during the year? ☐ Yes ☐ No

Did the business own or lease vehicles? ☐ Yes ☐ No

I confirm that the information on this worksheet is complete and correct to the best of my knowledge, and that I have records to support it. I understand that my preparer relies on what I provide and may ask reasonable questions about it, and that if the IRS or a state examines my return, it is my responsibility to produce those records.

Signature	Printed name	Date