



**2020
BUSINESS TAX ORGANIZER/QUESTIONNAIRE
AFairchild PC**

Please Complete and Upload to AFairchild's Portal

www.afairchildpc.com

**For assistance, please contact rebecca.james@afairchildpc.com
214-731-7664 (office) or 972-978-3108 (direct)**

Name: _____

Business Information
Business Legal Name:
NAICS Code: If known
If this is the first year to prepare your return, please provide a brief description of your general business: (needed for possible tax credits)

Address and Phone #
Street Address or PO Box:
City:
State:
Zip Code:
Taxpayer Phone: _____ Email Address: _____

General	Yes	No
Did the company file 1099s?		
Did you issue W-2's? If yes, please provide W-3 and W-2's.		
Any changes to ownership during the year?		
Did the company have or trade in any virtual currency during the year?		
Did the company have any foreign transactions during the year or have any foreign bank accounts or investments?		
Do you plan to start a 401K plan this year or have you already started one? If so, please provide your plan start-up costs.		
Has the IRS or any tax agency notified you of changes to a prior year tax return?		
Did the company receive Form 1099's? If yes, please provide.		
Did the company dispose of any property during the year?		
Did you lease any vehicles to use in your business?		
Does your business own a vehicle? If yes please provide personal and business percentages used or total miles and business miles driven.		
Did you purchase a plug-in electric vehicle during 2020? If yes, please provide the purchase invoice.		
Did your business receive PPP funds? If yes, please provide detail of the amount of funds received. Include a copy of the application and documentation for loan forgiveness and the forgiveness response from the bank, if applicable		
Did your business receive any other funds/loans/grants (local, state, federal or other) related to the COVID-19 pandemic and economic recovery, such as an Economic Injury Disaster Loan (EIDL)? If yes, provide details.		
Did you defer the deposit and payment of the employer's share of Social Security tax for any quarter in 2020 (per the CARES Act)? If so, please provide the payroll tax returns.		
Did you claim the employee retention credit and of credits for qualified leave wages paid to employees due to paid sick leave of expanded family and medical leave for reasons related to COVID-19? If so, provide the payroll tax returns for the relevant quarters.		

General	Yes	No
During the year did your company have any other debt that was canceled, was forgiven, or had the terms modified so as to reduce the principal amount of debt?		
Do you have an area in your home used regularly and exclusively for a home office? If yes, please provide square footage for your office, total square footage for your home, mortgage interest or rent, real estate taxes, utilities, and repairs.		
Do you have records to support travel, meals, gift, or entertainment expenses incurred in your business? Most entertainment expenses are no longer deductible.		
A research and development credit exists for certain businesses. If you have research and development expenses in your business, would you like us to contact you to discuss?		
If you have less than 25 employees, did you provide health insurance to them? Health insurance credits may be available.		
Did the company pay federal excise tax on fuel used for non-highway purposes of a trade or business?		
Does the company conduct business in more than one state? (including sales to customers in another state)		
Did the company pay for disabled access equipment or improvements during the year?		
Did the company provide for or reimburse employees for childcare expenses during the year?		
Did the company pay life insurance for owners/key employees? If yes, please provide amounts paid.		
Did the company pay for group-term life insurance for its employees? If yes, was the coverage >\$50,000 per person?		

New Requirements for 2020 Tax Returns
of Shares owned by each Shareholder/Member/Owner
TAX Basis of Capital Account (This is a new requirement by the IRS for 2020; we can compute for you if you would like)

Other Notes: