NOTES

Please list any questions or additional information you may have. If in response to a specific page, please reference page & item in question.

GURIN & GURIN

2012 BUSINESS CHECKLIST

If mailing in or dropping off tax returns, complete the worksheet.

Please provide documents to substantiate all items of income, deductions and/or credits.

***** ATTN: NEW CLIENTS *****

PLEASE PROVIDE A COPY OF YOUR PRIOR YEAR'S FEDERAL, STATE & LOCAL INCOME TAX RETURNS

Business Name ______________________ EIN: ____ - ______

c/o Name ______________________ c/o Name ______________________

Street Address ______________________ Mailing Address ______________________

City/State/Zip ______________________ City/State/Zip ______________________

Business Activity ______________________ Product/Service ______________________

Accounting Method ☐ Cash ☐ Accrual ☐ Other Inventory Method ☐ Cost ☐ Lower of cost/mkt ☐ Other

Was an election be to taxed as a Subchapter "S" corporation made? ☐ Yes ☐ No If "yes," provide effective date: ____ / ____ / ____

Did the corporation or partnership make any payments in 2012 that would require it to file Form(s) 1099? ☐ Yes ☐ No

Information used, in part, to complete Corporate Minute.

For more information, visit www.gurin-gurin.com & complete Corporate Minutes Questionnaire.

OFFICER(S)	BOARD OF DIRECTORS

PRESIDENT

NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/STATE/ZIP:	CITY/STATE/ZIP:

VICE PRESIDENT

NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/STATE/ZIP:	CITY/STATE/ZIP:

TREASURER

NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/STATE/ZIP:	CITY/STATE/ZIP:

SECRETARY

NAME:	NAME:
ADDRESS:	ADDRESS:
CITY/STATE/ZIP:	CITY/STATE/ZIP:

2012 CORPORATION/PARTNERSHIP INCOME & EXPENSES

REVENUE		COST OF GOODS SOLD	
Merchant Card & Third Party Payments (from Form 1099-K)	$	Beginning Inventory as of 01/01/2012 (At Cost)	$
Gross Receipts Not Included Above	$	Merchandise Purchased	$
Returns & Allowances	$	Materials & Supplies	$
Dividends	$	Cost of Labor	$
Interest	$	Officer(s) Compensation	$
Gross Rents	$	Other Costs:	$
Gross Royalties	$		$
Other Income	$	Ending Inventory as of 12/31/2012 (At Cost)	$

EXPENSES

Accounting Fees	$	Rent	$
Advertising	$	Repairs & Maintenance	$
Bank Service Charges	$	Small Tools & Equipment	$
Cleaning	$	Software Purchases	$
Commissions	$	Taxes - FUTA ***(include Form 940)***	$
Dues & Publications	$	Taxes - SUTA ***(include 1st-4th Qtr '12 State Unemployment Forms)***	$
Entertainment	$	Taxes - Medicare ***(include 1st-4th Qtr '12 Forms 941)***	$
Gifts & Promotions	$	Taxes - Social Security ***(include 1st-4th Qtr '12 Forms 941)***	$
Insurance - Auto	$	Taxes - Personal Property	$
Insurance - Health (Officer Only)	$	Taxes - Real Estate	$
Insurance - Health (Other)	$	Taxes - Sales	$
Insurance - Other	$	Telephone Expense	$
Internet Fees	$	Travel Expense	$
Interest Expense	$	Utilities	$
Legal Fees* (See Below)	$	Other:	$
License & Fees	$		$
Linen	$		$
Meals	$		$
Office Expense	$		$
Postage & Freight	$		$
Printing	$		$

AUTO

	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4
Date Placed in Service	/ /	/ /	/ /	/ /
Mileage:				
- Total Miles	#	#	#	#
- Business Miles	#	#	#	#
Actual Expenses:				
Base Price-Trade In+Sales Tax	$	$	$	$
Car Wash	$	$	$	$
Gasoline	$	$	$	$
Insurance	$	$	$	$
Interest	$	$	$	$
Lease Payments	$	$	$	$
Oil Changes	$	$	$	$
Parking Fees/Tools	$	$	$	$
Registration	$	$	$	$
Repairs & Maintenance	$	$	$	$
Tires	$	$	$	$

IF YOU PAID AN ATTORNEY ANY MONEY IN 2012, YOU MUST ISSUE 1099

Name: ______________________ SSN/EIN: __________

Address 1: ______________________ Address 2: __________

City: State: Zip:

2012 CORPORATION/PARTNERSHIP BALANCE SHEET

BANK BALANCE(S)

(Check with financial institution, if necessary)

Account Name:		Account Name:	
Type of Account:		Type of Account:	
Balance as of 01/01/2012:	$	Balance as of 01/01/2012:	$
Balance as of 12/31/2012:	$	Balance as of 12/31/2012:	$
Account Name:		Account Name:	
Type of Account:		Type of Account:	
Balance as of 01/01/2012:	$	Balance as of 01/01/2012:	$
Balance as of 12/31/2012:	$	Balance as of 12/31/2012:	$

BUSINESS LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan:		Type of Loan:	
Balance as of 12/31/2012:	$	Balance as of 12/31/2012:	$
Interest Paid in 2012:	$	Interest Paid in 2012:	$
Type of Loan:		Type of Loan:	
Balance as of 12/31/2012:	$	Balance as of 12/31/2012:	$
Interest Paid in 2012:	$	Interest Paid in 2012:	$

ACCOUNTS RECEIVABLE

Trade Notes & Accounts Receivable Balance as of 12/31/2012	$	Allowance for Bad Debts	($)

AUTO LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan:		Type of Loan:	
Type of Loan:	$	Type of Loan:	$
Balance as of 12/31/2012:	$	Balance as of 12/31/2012:	$
Type of Loan:		Type of Loan:	
Type of Loan:	$	Type of Loan:	$
Balance as of 12/31/2012:	$	Balance as of 12/31/2012:	$

LOAN(S) TO COMPANY

	DATE	NAME	AMOUNT
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

LOANS TO SHAREHOLDER(S)/PARTNER(S)

	DATE	NAME	AMOUNT
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

LOAN PAYBACK TO SHAREHOLDER(S)/PARTNER(S)

	DATE	NAME	AMOUNT
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

LOAN PAYBACK TO COMPANY

	DATE	NAME	AMOUNT
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

(NEEDED FOR PPT - DUE 01/31/2013)

	DATE	DESCRIPTION	COST
1.	/ /		$
2.	/ /		$
3.	/ /		$
4.	/ /		$
5.	/ /		$

2012 ESTIMATED TAX PAYMENTS

	FEDERAL	CIT
1ST QTR DUE 04/17/2012	$	$
2ND QTR DUE 06/15/2012	$	$
3RD QTR DUE 09/17/2012	$	$
4TH QTR DUE 01/15/2013	$	$
2011 OVERPAYMENT APPLIED TO 2012	$	$