

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Tax Year Ending: \_\_\_\_\_ 12/31/2022 \_\_\_\_\_ E-mail: \_\_\_\_\_

## 2022 BUSINESS INCOME TAX ORGANIZER

### FOR BUSINESS ONLY

The information required on this form is pertinent to the closing of your **business** books for the year and will have a direct bearing on your income tax return. Be sure that all information is accurate. Please complete and return this form to us via fax (630-755-6070), e-mail [Kris@accountingea.com](mailto:Kris@accountingea.com)), or mail to 4255 Westbrook Drive #206, Aurora, IL 60504 or PO Box 2527, Naperville, IL 60567 no later than February 1st, 2023. The IRS has recommended secure portals for transfer of information. We have secure portals. Please call for a login and instructions on how to upload if you don't have that information already.

If you need help in preparing this form, or have any questions, please contact us at 630-755-6060 or [info@accountingea.com](mailto:info@accountingea.com).

#### HAVE YOU FILED YOUR CORPORATE ANNUAL REPORT FOR THIS YEAR WITH THE SECRETARY OF STATE? Yes / No

1. BUSINESS INVESTMENT ACCOUNT BALANCE (i.e., Money Market Fund, etc. Please include a copy of all statements.)
2. ARE YOUR EXPENDITURES FOR MEALS AND ENTERTAINMENT EXPENSES PROPERLY SUBSTANTIATED? (i.e., Date, Name, Amount, Place, Business Purpose) Yes / No
3. Tell us about your out-of-pocket business expenses for which you have receipts that were NOT reimbursed by the Company.

Expense	Amount
Gas	
Parking	
Tolls	
Supplies	
Mileage	List # of miles driven for business in 2022

#### 4. NOTES, CONTRACTS, LOANS, AND LINES OF CREDIT:

Did you loan the Company any money? Yes / No

If so, how much? \_\_\_\_\_ Was it repaid? Yes / No

To Whom Owed*	For What Purchase	Interest Paid This Year	% Rate of Interest	Amount of Monthly Payment	# Months Left	Principle Balance of Note (Yr. End)

\*Please indicate if from a relative or related business.

5. Was there a change in share ownership this year? **Yes / No**  
 If yes, please explain the change: \_\_\_\_\_

6. Does your business have a Pension Plan? **Yes / No**  
 \*\* Would you like one? (If No) **Yes / No**  
 If yes, what type? 401k \_\_\_\_\_ Keogh \_\_\_\_\_ SEP IRA \_\_\_\_\_ Other \_\_\_\_\_  
 If yes, do you plan contributions this year? Amount: \_\_\_\_\_

7. Have you sold or acquired any equipment, furniture, or vehicles during the year? **Yes/No**  
 If yes, please attach a list.

8. Did your business suffer any casualty or theft losses during the year?  
 If yes, attach a copy of police report, insurance claim or any other supporting documentation.

9. Did the business reimburse for health care premiums? **Yes / No**  
 What is the total premium paid in 2022 \_\_\_\_\_?

10. Are you a shareholder, partner, or member of another company we are not aware of and will receive an 1120s K1 or 1065 K1? **Yes / No**

11. Have you received EIDL from SBA? **Yes / No**  
 How much? \_\_\_\_\_ Have you started making payments back to the SBA? **Yes/No**

**DECLARATION: I have provided the information on this form to the best of my knowledge and hereby declare it is complete and ready for the preparation of my/our income tax returns. Where business deductions shown, I acknowledge having spent these amounts and have kept a log or diary of such activities, pursuant to section 274(a) and can fully substantiate such deductions.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Your return CANNOT be completed without your signature.**  
**\*\*Returns will not be e-filed unless paid in full.**