

2023 BUSINESS Income Tax Client Organizer

It's that time again! Your **Business** Organizer is attached for 2023.

Please complete and return to Accounting EA, Inc. **no later than February 1st, 2024.** You can mail it to us at: 4255 Westbrook Drive #206, Aurora, IL 60504, e-mail to Kris@accountingea.com, fax to 630-755-6070 or call for your portal login.

The IRS recommends the use of secure portals to transfer your personal information. We have the portals set up and ready for your use. Call us for a login and password if you don't already have one. If you can scan, then you can use the portals.

All Business returns will have a portal. If you should need a copy of your return for the bank or can't find your paper copy, you'll have access to your returns 24 hours a day but only for 90 days. We do expect the returns to be downloaded to your computer. All other years should have been downloaded already.

This year, like last year, we will need back-up documentation for any spread sheets sent in. This can be in the form of bank statements and credit cards. As much as the spread sheets are convenient, the IRS is also keeping us tax preparers accountable for what is on the return. We don't know where the numbers come from unless we have the back-up.

We don't anticipate any major changes regarding S Corporations or Partnerships like we have.

If you have any questions or concerns, please contact us at 630-755-6060.

Thank you for the opportunity to serve you! We greatly appreciate your business!

Sincerely,
Kristie Darby

Accounting EA, Inc.

Business Name: _____ Phone Number: _____

Tax Year Ending: _____ 12/31/2023 _____ E-mail: _____

2023 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, or mail to 4255 Westbrook Drive #206, Aurora, IL 60504 or PO Box 2527, Naperville, IL 60567 no later than February 1st, 2024. 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.

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 2023

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? **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** What is the Balance still owed? _____

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.

Authorized Disclosure and Opt-out Option

Accounting EA, Inc. has been engaged to prepare your U.S. Individual Federal Income Tax Return.

Our privacy policy and that of our firm is that without your written permission we do not disclose your tax information to anyone. This would include your banker, insurance advisor, financial advisor, as well as the Internal Revenue Service unless we are so ordered to release your tax information by a court ordered summons.

We do not disclose non-public personal information about our current or former customers to anyone, except as instructed to do so by such customers or as required by law. We restrict access to non-public personal information to our staff and those professionals who assist us in providing services to you. We maintain physical, electronic, and procedural safeguards to guard your non-public personal information.

Internal Revenue Code Section 7216 requires that taxpayers now give written approval before their tax information can be released to a third party. I am considered a third party and will require your written permission.

By signing the following you will give us permission as your tax preparer to release information about your tax return so we can do your tax return and properly advise you on tax and financial matters.

This information and acknowledgement are offered in order to be compliant with the Graham, Leach, Bliley Act as well as 7216.

You have the right to refuse to sign this agreement.

_____ Date	_____ Taxpayer Signature
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I, _____	Opt-out to not have my information disclosed.
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_____ Date	_____ Taxpayer Joint Signature
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I, _____	Opt-out to not have my information disclosed.
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