



## 2024 Business Tax Preparation Checklist (For Tax Year 2023)

Before we can begin to prepare your income tax return, please go through the following checklist. Mark off the areas that apply to you, and make sure you provide us that information. If more space is needed for explanations, please use the comment section.

### COMPANY INFORMATION:

**New companies**, please provide two years of tax returns and your SS4 form if applicable.

Name of Company: \_\_\_\_\_

Name of Main Contact/ Owner: \_\_\_\_\_

Email of Main Contact/ Owner: \_\_\_\_\_

Phone of Main Contact/ Owner: \_\_\_\_\_

Address of Company: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Type of Company:

- |  |   |
|--|---|
| <input type="checkbox"/> C – Corp            | <input type="checkbox"/> LLC (Multi member) |
| <input type="checkbox"/> S – Corp            | <input type="checkbox"/> Sole Proprietor    |
| <input type="checkbox"/> LLC (Single member) |   |

A copy of your tax return and all source documents will be available to you on our portal Smartvault, this is included in your tax preparation fee. (If you are not signed up for Smartvault, please visit our website at [www.pfsgi.com/portal](http://www.pfsgi.com/portal) to sign up.) Other options are below:

- Pick up a paper copy of your tax return, \$50 fee.
- Priority mail a paper copy of your tax return to you along with your source documents, \$60 fee.
- Priority mail your source documents only, \$18 fee.
- Pick up your source documents only, no fee
- *All documents left in the office will be shredded on June 30, 2024*

**Bank Details:** Pro Financial recommends all refunds and balance amounts go through ACH via your bank account.

- ☐ Please provide a voided check or bank account and routing number.
- ☐ **Returning Clients:** If your bank account is the same as last year, please provide the last 4 digits of the account number and bank name: \_\_\_\_\_

- ☐ Did you receive the Employee Retention Tax Credit? **Yes**      **No**
- Please provide documentation
- ☐ Your company's 2023 year end profit & loss statement
- A blank one can be found at our website [www.pfsgi.com/client-documents](http://www.pfsgi.com/client-documents)
- ☐ 1099-K forms from all credit card processors and/or 3<sup>rd</sup> party networks
- ☐ All interest, dividend, and/or brokerage income statements
- ☐ All the following Annual payroll reports:
- W-3 and all W-2's
  - Total Federal unemployment paid: \_\_\_\_\_
  - Total State unemployment paid: \_\_\_\_\_
- ☐ All 1099-Misc/NEC forms issued along with the 1096 summary
- If you would like PFSGI to complete your 1099's, please provide the following information for all 1099 recipients: (Note – There is an additional fee for this service)
    - Full name
    - Address
    - Social security number or Federal ID number
    - Amount paid
- ☐ List all new equipment purchased:
- Item Description: \_\_\_\_\_
  - Date of Purchase: \_\_\_\_\_
  - Purchase Price: \_\_\_\_\_
- ☐ Business miles driven: \_\_\_\_\_
- Or total operating expenses for all business vehicles: \_\_\_\_\_
- ☐ Total interest paid, and ending balances for every loan
- ☐ Ending inventory as of 12/31/23: \_\_\_\_\_
- ☐ Bank balance as of 12/31/23 for all corporate accounts
- ☐ Corporate balance sheet as of 12/31/23
- ☐ Federal quarterly tax payments paid:
- Apr. 2023 - \$\_\_\_\_\_ June 2023 - \$\_\_\_\_\_ Sept. 2023 - \$\_\_\_\_\_ Dec. 2023 - \$\_\_\_\_\_
- ☐ State quarterly tax payments paid:
- Apr. 2023 - \$\_\_\_\_\_ June 2023 - \$\_\_\_\_\_ Sept. 2023 - \$\_\_\_\_\_ Dec. 2023 - \$\_\_\_\_\_
- ☐ Any additional information you feel may be pertinent

Comments:

# Engagement Agreement

Thank you for selecting Pro Financial Services Group, Inc to prepare your 2023 tax returns.

This engagement agreement provides the terms and conditions, as well as the nature and extent of the income tax services, we will provide and confirms your agreement to all terms as outlined.

Pro Financial will prepare your 2023 federal and state income tax returns from information that you have provided. We will not audit or verify the data you submit to us, although we may ask for clarification of some items. You will assume responsibility for the accuracy of all data and the maintenance of said records. It is also your responsibility to provide all necessary information, in a timely manner so we can complete your income tax returns as soon as possible.

The fees for the services to be rendered will be based upon our standard form rates. We will bill at our current hourly rate for additional services as required, which may include extra conferences, bookkeeping, responding to legal matters and any other necessary work. We do reserve the right, in some matters to request a retainer fee to be paid in advance.

Our invoices are due and payable upon completion of your income tax returns. If you cancel or discontinue our services once we have begun work, you agree to pay us for such work performed based upon our current hourly rates. As additional consideration for us to provide you tax services, you agree that the extent of our liability for damages to you for any actions will not exceed the total amount paid by you for our services.

If your returns are audited by any taxing authorities, we will be available to represent you at an additional fee. You will be responsible for any additional taxes, interest, and/or penalties assessed. Any additional services, including, complying with subpoena requests, will be billed at our current hourly rate of \$175 per half hour. The hourly rate for any services required between February 1st through April 15th is \$225 per half hour.

Your signature below indicates that the engagement terms as described above are understood and accepted. We wish to express our appreciation for this opportunity to work with you. I/we authorize Pro Financial Services Group, Inc. to complete my business tax return. **Tax returns will not be started unless both boxes below are checked.**

☐ **I have read the client checklist and have marked all items that pertain to my 2023 taxes**

☐ **All tax related documents have been submitted to PFSGI**

Providing additional documents after PFSGI has completed your tax returns may result in an additional fee

Officer signature: \_\_\_\_\_ Date: \_\_\_\_\_