

Drop Off Sheet – Corporations or Partnerships

Date of Drop Off _____ New Client Y or N (circle)

If Yes attach a copy of last year's return or if a new company, attach the letter from IRS assigning you your federal ID number

Name of Partnership or Corporation _____

Name of Contact Person for the company _____

Address of Company _____

Phone Number for contact person _____

Secondary Phone Number _____

Email _____

For Partnerships and S Corps, list the names, addresses and social security numbers of the partners and/or officers of the company

Name _____

Address _____

Social Sec Number _____ Percentage of ownership _____

Name _____

Address _____

Social Sec Number _____ Percentage of ownership _____

Attached as many as necessary of those who will receive a percentage of income profit and/or loss

Attach a copy or the amount of the bank balance in the business account on December 31 _____

Were any new loans taken out in the year? _____

If so how much and who is responsible for repayment? The company or an individual? __\$ _____, person responsible _____

What is the TOTAL amount of all debts the company had on December 31 _____

Any new assets purchased in the year? If so, list the name of the asset and how much was paid for the assets

Did your company receive any of the PPP Cares Act money? __Y or No (circle) How much? _____

Was it or is it going to be forgiven? Y or No (circle) _____

What were funds used for and how much for each category

_____ -Wages

_____ Rent and Utilities

_____ Interest on mortgage (business property
only)

Were there any distributions of cash to any of the owners? If so, who
and how much was taken from the business
account _____

Does the company have inventory? If so, need the value at cost of the
inventory you had on December 31 _____