



2024 TAX PROJECTION CHECKLIST AND QUESTIONNAIRE

- Name of Corporation: _____
- Corporation Mailing Address: _____
- Corporation Phone Number: _____
- Sign and send back Year-End Projection Engagement Letter
- Provide your company financial details (your income and expenses) Choose one of the following options:
 - Option 1: You are using Quickbooks Online
 - Make sure all transactions have been added for the year.
 - Reconcile each bank account to make sure all transactions are accounted for
 - If you have not already done so add E&M as your accountant by using info@emtaxservice.com
 - Option 2: Excel Spreadsheet (If using Numbers, please convert to Excel)
 - Must summarize income and expenses by category.
 - See Corporation Income and Expense Worksheet [here](#).
 - Upload to Portal Or Email info@emtaxservice.com
 - Option 3: Expensify, Mint or another app that tracks your expenses.
 - You may print a report or export it to Excel.
 - You must show totals of your income and expenses by category.
 - Option 4: Send us an email detailing your total income and total expenses by category.
 - Option 5: Use E&M as your bookkeeper. (must engage before 11/15 to deliver books timely)
 - Prices for bookkeeping are as follows: \$2,500
 - Sign Bookkeeping engagement letter
 - Send engagement letter to bookkeeping@emtaxservice.com
 - Follow directions from our bookkeeping department promptly
- Fill Out Business Questionnaire
- Fill Out Individual Questionnaire
- BOI Reporting - have you filed your BOI Report _____
- Send all compiled documents and Checklist/Questionnaire either by emailing to mailers@emtaxservice.com or uploading to the **E&M Portal**.
- To request a Zoom appointment with a team member, please email schedule@emtaxservice.com
- EARLY BIRD MAILER DISCOUNT! \$200 Off if you do not take the appointment and opt for corresponding via email/Portal and send us ALL checklist Items in COMPLETE form by 11/11/2024!

BUSINESS QUESTIONNAIRE

I have prepared my income and expenses as of? _____

Estimation of Income

What is your estimated income for the rest of the year (12/31) _____

List any additional income or questions about income

- _____
- _____
- _____

What states did your corporation earn income from? (When you are a business, your income is earned from the state benefiting from your service.

Examples: You work in Montana shooting a movie for a Montana company you earned income in Montana.

You work and live in TX, however, the company paying you is from California you earned income in California.

o State _____ Amount of Income Received _____

o State _____ Amount of Income Received _____

o State _____ Amount of Income Received _____

Estimation of Expenses

Based on your expenses you have given us we will estimate the amount of additional expenses you will have till the end of the year.

List any additional expenses you will incur by the end of the year or questions about expenses: (include large planned purchases)

- _____
- _____
- _____

We need to report the exact amount you will pay for the full year for health insurance on your payroll, please give us the exact amount no estimates:

Total Health Insurance Premiums for the Full Year: _____

If you receive insurance from an exchange (coveredca) how much premium assistance do you receive? _____

Retirement Contributions

Are you interested in contributing to a retirement plan? _____

What type of retirement plan do you currently have set up? _____

How much are you comfortable with contributing to your retirement? _____

Taxes paid from your corporation account:

List all estimated taxes and the date you have paid the tax (including \$800 tax):

Payee: _____ Amount: _____ Date: _____

Payee: _____ Amount: _____ Date: _____

Payee: _____ Amount: _____ Date: _____

Payee: _____ Amount: _____ Date: _____

Payee: _____ Amount: _____ Date: _____

List all PTEC payments you have paid in 2024 and the date you paid the tax:

Payee: _____ Amount: _____ Date: _____

Payee: _____ Amount: _____ Date: _____

How much have you saved for taxes: _____

Give us a percentage of how much you use the following items for business versus personal:

Cell Phone _____

Internet _____

Auto Expenses _____

Research _____

Subscriptions _____

Home Office - Home office is the space you use EXCLUSIVELY for office space we need:

Square footage of Office Space: _____

Square Footage of Full Home: _____

List Any Other Business Percentages you fill are used both for personal use and business use:

List any additional questions you have about your year end payroll:

INDIVIDUAL QUESTIONNAIRE

- Name of Corporation Owner: _____
- Percentage of Ownership: _____
- Personal Address (if different from corporate address): _____
- What state or states did you live in 2024? _____

Personal Income (We use your PRIOR YEAR personal income to estimate your tax bracket for this year). We need this to calculate the correct taxes. Please check one of the following):

- I earned the same amount as 2023 or about the same as 2023.
- I did not have any personal income.
- My income is different. List changes below:

Spouse Personal Income (If married)

- I earned the same amount as 2023 or about the same as 2023.
- I did not have any personal income.
- My income is different. List changes below:

Taxes paid for personal tax return:

Federal Estimated Taxes

- 1st Quarter Date: _____ Amount: _____
- 2nd Quarter Date: _____ Amount: _____
- 3rd Quarter Date: _____ Amount: _____
- 4th Quarter Date: _____ Amount: _____

State Estimated Taxes

- 1st Quarter Date: _____ Amount: _____
- 2nd Quarter Date: _____ Amount: _____
- 3rd Quarter Date: _____ Amount: _____
- 4th Quarter Date: _____ Amount: _____

- Do you have any major changes this year? _____
- Did you move? _____
- Did you get married? _____
- Did you buy a house? _____
- Did you have a baby? _____
- Did you sell stocks? _____
- Did you have a large shift of income? _____
- Other changes? _____

List any additional questions you have about your year end payroll:
