

JONATHAN J. WILLIAMS, MBA, EA
ENROLLED AGENT
WILLIAMS-KNOPP, INC.

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DEAR CORPORATE CLIENT(S):

THIS IS YOUR CORPORATE TAX RETURN QUESTIONNAIRE FOR 2024.

PLEASE COMPLETE AND RETURN IT AS SOON AS POSSIBLE.

THE DEADLINE FOR FILING IS MARCH 15TH 2025

ALL NECESSARY DOCUMENTS MUST ACCOMPANY THE COMPLETED FORM, INCLUDING PROFIT AND LOSS STATEMENTS, BALANCE SHEETS INFORMATION, W2'S, W-3'S, 1099S, 941'S, 940, UCT-6 ETC., FOR ALL OFFICERS AND EMPLOYEES. PLEASE INCLUDE PURCHASE INVOICES FOR ANY NEW CORPORATE ASSETS AND YOUR 12/31/24 BANK BALANCE. PERSONAL DRAWS FROM A SUB "S" CORPORATION ARE USED FOR INFORMATIONAL PURPOSES ONLY AND ARE NOT A DEDUCTION FOR THE CORPORATION.

REMEMBER THAT YOU MAY BE SUBJECT TO CORPORATE INTANGIBLE TAX, TANGIBLE TAX AND STATE CORPORATE TAX IN ADDITION TO THE FEDERAL FILING.

WHEN COMPLETED, MAIL, FAX, EMAIL, OR SECURELY UPLOAD THE FORM BACK TO US WITH THE COPIES OF YOUR DOCUMENTS, OR IF YOU PREFER, PLEASE CONTACT US AT THE ABOVE NUMBER TO DISCUSS YOUR TAX SITUATION.

PLEASE NOTE - WE WILL NOT AUTOMATICALLY FILE EXTENSIONS. IF YOU NEED AN EXTENSION, PLEASE SEND US A NOTE ALONG WITH YOUR CORPORATION NAME, TAX NUMBER AND CURRENT ADDRESS. REMEMBER THAT IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT AN EXTENSION IS FILED. THE IRS HAS SUBSTANTIAL PENALTIES FOR FAILURE TO FILE RETURNS ON A TIMELY BASIS.

I WOULD LIKE TO THANK YOU FOR YOUR CONTINUED PATRONAGE. WE LOOK FORWARD TO WORKING WITH YOU AGAIN THIS YEAR.

PLEASE FEEL FREE TO REFER US TO FRIENDS THAT MAY BE IN NEED OF OUR PROFESSIONAL SERVICES.

SINCERELY,

JONATHAN

JONATHAN WILLIAMS, MBA, E.A.

YOUR 2024 CORPORATE TAX QUESTIONNAIRE IS ATTACHED

Williams-Knopp, Inc.
2024 Sub Chapter "S" Corporation Questionnaire

NAME & ADDRESS		2024
BANK DEPOSITS INTO ACCOUNTS		ACCOUNTING FEES
GROSS SALES, RECEIPTS - INCOME		BANK CHARGES
BEGINNING INVENTORY		CREDIT AND COLLECTION COSTS
PURCHASES, MATERIALS, SUPPLIES		DELIVERY, MESSENGER EXPENSES
SUBCONTRACT LABOR (PER1099s FILED)		DISCOUNTS, REFUNDS & RETURNS
ENDING INVENTORY		DUES,PUBS,MAGAZINES, SUBSCRIPTIONS
PPP REPAYMENT		EQUIPMENT LEASE / VEHICLE RENT
EIDL LIABILITIES		INSURANCE, WORKER'S COMPENSATION
ERC Y/N?		JANITORIAL, MAINTENANCE, CLEANING
OFFICERS SALARIES PER 941s - ATTACH 941		LAUNDRY, UNIFORMS, SAFETY EQUIPMENT
EMPLOYEE SALARIES PER 941s - ATTACH 941		OFFICE SUPPLIES, LICENSES, PERMITS
REPAIRS, MAINTENANCE, CLEANING		OUTSIDE, SUBCONTRACT SERVICES
BAD DEBTS (ACCRUAL ONLY)		POSTAGE, FREIGHT, EXPRESS MAIL,UPS
RENT - ON OFFICE/BUILDING/WAREHOUSE		PROMOTION, SEMINARS, SALES MEETINGS
RENT PAID TO CORP OFFICER		LEGAL, ACCOUNTING, PROFESSIONAL FEES
TAXES - REAL ESTATE		SALES, COMPUTER OPERATING EXPENSE
TAXES - SALES TAX -INCLUDED IN INCOME		SECURITY, ALARM STSTEM, GUARD EXPS
TAXES -941s, all W-2s, W-3, 940, Unemployment		SMALL TOOLS & EQUIPMENT
INTEREST on corporate debt/assets		SUPPLIES - OTHER & MISCELLANEOUS
CONTRIBUTIONS		TELEPHONE, ANSWERING SERVICE, BEEPER
ADVERTISING		TRAVEL AWAY FROM HOME ON BUSINESS
LARGE ASSETS PURCHASED / SOLD DURING YEAR		MEALS _____ @ 50%=
FILL OUT DEPRECIATION WORKSHEET		UTILITIES-ELECTRIC____, WATER____, ETC
BALANCE SHEET INFORMATION	12/31/24	*** AUTO/VEHICLE EXPENSES ***
CASH ON HAND & IN BANKS		GAS & OIL
ACCOUNTS RECEIVABLE (ACCRUAL ONLY)		REPAIRS,TIRES,WASHES,CLEANING
LOANS TO STOCKHOLDERS		AUTO/TRUCK INSURANCE
LOANS TO OTHERS		INTEREST EXPENSE / FINANCE CHARGES
OTHER ASSETS - list separately		TOLLS & PARKING
BUILDINGS & OTHER DEPRECIABLE		TOTAL MILEAGE
ACCOUNTS PAYABLE (ACCRUAL ONLY)		BUSINESS MILEAGE-ATTACH LOGS
MORTGAGES, NOTES PAYABLE		***ATTACH LOGS***
LOANS FROM STOCKHOLDERS		WILLIAMS-KNOPP, INC.
CAPITAL STOCK OWNED BY STOCKHOLDER		P.O. BOX 137, PENHOOK, VA 24137
OTHER LIABILITIES - list separately		954-791-9591 -PH 434-927-4300-FAX
<u>JW@1040USA.COM</u>		**use whole dollars only - no cents!!

954-791-9591-PHONE

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