

2024

PARTNERSHIP/LLC  
QUESTIONNAIRE



PARTNERSHIP / LLC TAX QUESTIONNAIRE

REQUIRED -

Please complete and return or  
upload.

[SmartVault Document Portal](#)



**CUSTOMER NAME:**

If any of the following items pertain to your business in 2024 please check the appropriate box and provide additional information if necessary.

YES	NO	<b>GENERAL INFORMATION</b>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you have a QuickBooks or other accounting file for your business? <i>If yes, please select one below:</i> <input type="checkbox"/> <b>QuickBooks DESKTOP</b> <input type="checkbox"/> <b>QuickBooks ONLINE</b> <input type="checkbox"/> Professional Bookkeeper <input type="checkbox"/> Other: _____
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<input type="checkbox"/>	<input type="checkbox"/>	<b>QuickBooks DESKTOP Users Only:</b> Please use the instructions below to provide us necessary information. Select "Yes" if complete.
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Please provide a PDF of the Balance sheet and Profit and Loss statement for the tax year (2024). **IF YOU ARE A NEW CLIENT** we will also need this information for the prior tax year (2023) for comparison. Upload this file to our secure ShareFile portal.

*\*If your Partnership / LLC is new for 2024 you can ignore the request for prior year data.\**

[SmartVault Document Portal](#)

<input type="checkbox"/>	<input type="checkbox"/>	<b>QuickBooks ONLINE Customers or Users ONLY:</b> Have you invited us as your accountant to your QuickBooks Online account? <i>If no, please follow the instructions below:</i> <ol style="list-style-type: none"> <li>1. From the home screen, click on the <b>Gear</b> icon in the top right corner and select <b>Manage Users</b></li> <li>2. Go to the <b>Accounting Firms</b> tab</li> <li>3. Enter your tax consultant's email address and click the <b>Invite</b> button</li> </ol>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you need a paper copy of your tax return? <i>If yes, additional processing &amp; handling fees will apply to your return.</i>
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YES	NO	<b>ASSET INFORMATION</b> <i>If yes, provide details or copies of the documentation listed below.</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you have business bank accounts? <i>Provide copies of the December statements for all accounts.</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Do any customers owe you money? <i>Provide an updated list of amounts owed to you (accounts receivable summary).</i>
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<input type="checkbox"/>	<input type="checkbox"/>	If yes, is any of this money uncollectible (i.e., bad debts)? <i>Notate which accounts receivable need to be written off.</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you have inventory? <i>Provide an accurate count or listing.</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Did you purchase any business assets for more than \$2,500 each? <i>Provide copies of all purchase receipts.</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Did you dispose of any business assets? <i>Provide a list of assets that are no longer in service.</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Did you purchase or sell any real estate? <i>Provide copies of all closing statements.</i>
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YES	NO	<b>LIABILITY INFORMATION</b> <i>If yes, provide details or copies of the documentation listed below.</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you owe any vendors money? <i>Provide an updated list of amounts you owe (accounts payable summary).</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you have any business loans? <i>Provide copies of the December statements for all loans.</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you have any business credit cards? <i>Provide copies of the statements showing activity through December 31 (usually the statements due in January or February for all accounts).</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you file and pay sales tax? <i>Provide copies of the December sales tax returns (prepared and filed in January).</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you have payroll? <i>Provide copies of the Forms W-2, W-3, A-1, 940, 941 and state unemployment returns (if we prepare your payroll, no copies are necessary).</i>
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<input type="checkbox"/>	<input type="checkbox"/>	Do you have any related party debt? <i>Provide a copy of the agreement or the amortization schedule.</i>
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**CUSTOMER NAME:**

**YES NO EQUITY INFORMATION** *If yes, provide details or copies of the documentation listed below.*

- As the business owner, did you personally contribute or withdraw money from the business? *Provide details of money contributed and withdrawn (separate by owner).*
- Were there any ownership changes during the year? *Provide updated ownership percentages.*

**YES NO INCOME & EXPENSE INFORMATION** *If yes, provide details or copies of the documentation listed below.*

- Did you receive any Forms 1099? *Provide copies for our files.*
- Did you pay anyone \$600 or more for rent, services (including parts and materials), prizes and awards, or other income? *Provide copies of any Forms 1099 that you issued for our files.*
- Did you pay rent? *If your lease agreement has been updated, provide a copy of your new rental agreement.*
- Did you pay insurance (including general liability, life, health, etc.)? *Provide details of the amounts paid.*
- Did you make any charitable contributions? *Provide copies of any giving statements that you received from the charitable organizations.*
- Did you make any major repairs and maintenance expenditures? *Provide details of the amounts paid.*
- Did you use a personal vehicle for non-commuting business purposes? *Provide the total business mileage driven during 2024 below.*

*I hereby certify that in 2024 I drove \_\_\_\_\_ miles for business purposes and have the written records to support a tax deduction.*

**Partnership Partners' Information**

Partner's Name

Partner's Address

Social Sec. # or FEIN

P&L % / % Owned



**CUSTOMER NAME:**

**Natural Disaster – Business Loss**

Did you incur an unreimbursed loss (*a loss in excess of insurance or FEMA reimbursement*) in a federally declared disaster area?

*If yes above, please complete this table and provide supporting records.*

	Property A	Property B	Property C
Description of property			
City, State, Zip			
Date acquired			
Cost of property			
Date of loss			
Description of loss			
Was insurance claim made?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Received FEMA assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fair market value <u>BEFORE</u> loss			
Fair market value <u>AFTER</u> loss			
Total out of pocket expenses			

Partners Other Information - Please Identify	Partner 1	Partner 2	Partner 3	Partner 4
Capital contributed by partner				
Loans made to the partnership				
Loan made to the partner				
Guaranteed Payments made to the partner				

**Additional Details (optional):**

**Thank you for completing the Business Questionnaire for Tax Year 2024.**  
**Please upload this completed questionnaire as well as any supporting documentation to your secure [SmartVault](#) account as soon as possible to ensure timely delivery of your tax return.**  
**Questions? Email [info@tmherebert.com](mailto:info@tmherebert.com) or call (818)275-6338**

Client's Name:	<b>2024</b>
Business Name:	
FEIN:	

Business Address:		Business Activity (including Product or Service)			
City, State, Zip		Accounting Method:	Cash	Accrual	Other
Fiscal year: From: <b>To:</b>		Inventory Method:	Cash	Lower C/M	Other
Gross Receipts/Total Income		Legal & Professional Fees			
Returns & Allowances		Licenses & Permits			
Beginning Inventory		Meals			
Purchases		Office Expense			
Cost of Items for Personal Use		Outside Services			
Cost of Labor		Parking & Tolls			
Materials & Supplies		Pension & Profit Sharing Plans			
Other Costs		Postage			
Ending Inventory		Printing			
Accounting		Refuse Disposal			
Advertising		Rent - Machinery/ Equipment			
Amortization (Bring Schedule)		Rent - Other Business Property			
Answering Service		Repairs			
Bad Debt		Security & Safety			
Bank Service Charge		Storage			
Car & Truck Expenses		Supplies			
Collection Expense		Taxes - Business			
Commissions		Taxes - Payroll			
Delivery/ Freight Depreciation		Taxes - Property			
(Bring Schedule) Dues /		Taxes - Other			
Publications		Telephone			
Education Expense		Theft/Casualty			
Employee Benefit Programs		Tools			
Gifts		Travel - Airfare			
Guaranteed Payments		Travel - Lodging			
Insurance - Auto		Travel - Meals			
Insurance - Other		Travel - Other			
Interest - Auto		Uniforms			
Interest - Mortgage		Utilities			
Interest - Other		Wages & Salaries			
Janitorial Service		Other {Please List}:			
Laundry & Cleaning					
Lease - Equipment					
Lease - Auto					

\*As of 1/1/2018 entertainment is no longer deductible