BUSINESS INCOME TAX INTAKE FORM

S-Corporations, Partnerships & C-Corporations

Section 1: General Information & Questions

Business Name: ____

Primary Contact Name: ____

Phone: ____

Email: ____

Client Status:

☐ Returning Income Tax Client

☐ New Income Tax Client*

We require a copy of the latest filed tax return & depreciation schedules

Accounting Basis:

☐ Cash Basis ☐ Accrual Basis ☐ I don't know

Operational Changes: *(Check all that apply)*

☐ Change of ownership (either percentages or people)

☐ First year in business (opened or setup in 2025)

☐ Last year in business (closed in 2025)

☐ Changed the company address

☐ Changed the business name

Pass-Through Entity Tax (PTET):

Did you make the Pass-Through Entity Tax (PTET) election for tax year 2025? ☐ No ☐ Yes, through RAC ☐ Yes, by myself

For more information on PTET visit https://www.tax.ny.gov/bus/ptet/

If you made the election yourself, then please indicate what your quarterly estimated PTET payments were for 2025 below:

Q1 $_____________ Q2 $_____________ Q3 $_____________ Q4 $_____________

Do you intend to elect PTET for 2026? ☐ No ☐ Yes, please make the election for me ☐ Yes, I will make the election myself

Beneficial Ownership Information Filing:

Did the business submit its initial Beneficial Ownership Information with FINCEN? ☐ No ☐ Yes

If not, would you like RAC to file this for you? ☐ No ☐ Yes

Employee Retention Tax Credit (ERTC):

If the business applied for the ERTC, did you receive any refund payments from the IRS during tax year 2025? ☐ No ☐ Yes

If yes, please provide RAC with: ☐ *A copy of the IRS ERTC letter* ☐ *Total amount received $*__________________________

Bank Account Information for Tax Payments:

☐ Use the same bank account as last year (ending in: ___ ___ ___ ___)

☐ Use the following bank account:

Bank Name: ______________________________ Account Type (checking/savings): ______________________________

Routing Number: __________________________ Account Number: ______________________________________

Section 2: Accounting-Specific Questions

What accounting software do you use for your business?

☐ QuickBooks Online ☐ Xero ☐ Other (please specify): ______________________

☐ QuickBooks Desktop ☐ Zoho Books ☐ None (please provide us with all relevant activity, information, and details)

Which of the following applies to you when it comes to your accounting software:

☐ Roberts Accounting already has access to my online accounting software platform

☐ I will invite Roberts Accounting to my online accounting platform (send the invitation to OASTeam@rac-co.com)

☐ I will send Roberts Accounting an accountant's copy of my desktop accounting platform with a divide date of 12/31

Who is your current payroll provider?

☐ ADP ☐ Paychex ☐ Gusto ☐ QuickBooks/Intuit ☐ Heartland ☐ CompassOne

☐ Benecare ☐ Complete Payroll ☐ Optima ☐ Alliance ☐ Other (please specify): ____________________

Which of the following applies to you when it comes to your payroll service provider:

☐ Roberts Accounting already has access to my payroll account online

☐ I will invite Roberts Accounting to my payroll account online (send the invitation to OASTeam@rac-co.com)

☐ I will send Roberts Accounting all necessary documentation (*Company Year-End Payroll Journal, the W-3 and W-2s)*

For those who track inventory, what was the value of your inventory as of 12/31 at cost basis: $________________________

To give us a better understanding of what happened during the tax year, please check all that apply to you:

□ I took distributions of equity from my company during the year

□ I invested or lent money to my business during the tax year

□ The business purchased (or financed) fixed assets during the year (including real estate, equipment, furniture, improvements, etc.)
If yes, please provide the details of the purchase, including purchase agreements and closing statements

□ The business sold some fixed assets during the year that I had owned previously
If yes, please provide the details of the sale, including bill of sale statements and closing statements

□ The business paid for life insurance premiums that relate to a policy where the beneficiary is one or more of the owners
Please provide more information here: ____

□ The business paid the health insurance premiums for one or more of the owners
Please provide more information here: ____

□ The business obtained one or more new loans, credit cards or other debt obligations during the year
Please provide more information here: ____

□ The business paid off one or more loans or other debt obligations during the year
Please provide more information here: ____

□ For accrual basis: The business had certain outstanding Accounts Receivable invoices that were determined to be uncollectible as of 12/31
Please provide more information here: ____

Section 3: Reminders

We cannot begin preparing your business tax return until:

□ You have signed our digital business tax engagement letter.

If you do not have a copy, you may download a copy here, sign it, and include it with your documents when you drop it off.

□ Your books and records are complete. This includes reconciling all bank and credit cards and posting all transactions for the year.

□ I would like to engage RAC to clean up and reconcile my books. Please email your request for service to oasteam@rac-co.com.

□ I understand this is a service separate from the tax return engagement. I will be invoiced for the bookkeeping cleanup in addition to preparing the business tax return.

□ RAC receives all required and applicable supporting tax documentation. See the comprehensive checklist below.

□ Your account with RAC is current. If you have an outstanding balance, please contact our office or https://www.rac-co.com/pay-an-invoice to pay any balance due.

We cannot electronically file your business tax return until:

□ RAC receives payment for all services rendered in the preparation of your tax return or any bookkeeping services performed therein.

□ You have properly signed all necessary e-file forms that we provide to you at delivery.

Section 4: Comments & Questions

Section 5: Checklist

Please include all applicable items listed below when you drop off or upload your documents:

□	[If this is the first year RAC is preparing your business tax return] Copies of your corporate formation documentation *(EIN letter, Articles of Incorporation, Bylaws/ Partnership Agreement, S-Corporation election letters, etc.)*
□	Financial statements, business income and expenses, and/or a trial balance for the tax year
□	Payroll Documents for the Year
□	All bank account statements showing the balance as of December 31st (*or the last day of the business tax year)*
□	All credit card account statements that overlap with December 31st *(or the last day of the business tax year)*
□	All loan account statements showing the balance as of December 31st *(or the last day of the business tax year)*
□	Details of all assets purchased or sold during the tax year *(invoice, purchase agreement or closing statement)*
□	Inventory value as of the last day of the tax year at cost basis
□	Sales Report from your merchant provider or POS system for entire tax year *(if applicable)*
□	Details on any ownership changes that took place throughout the year *(i.e. changes in ownership percentage or personnel)*

Drop off in the office during business hours, through our 24-hour drop box on the front of the building, or upload to your client portal.