

SMALL BUSINESS QUESTIONNAIRE

(This relates to your **Schedule C** activity)

Return to us with your tax information and your 2016 Tax Organizer. We cannot prepare your income tax return until we have this information. Look for more extensive explanations and appropriate supplemental worksheets on our website under "Our Forms."

1. Does your business operate as an LLC that has been registered with Minnesota Secretary of State?

Yes No

If yes, fill out the name of your LLC here:

2. Did you file your annual registration with MN Secretary of State for 2017?

Yes No, I'll do my own No, please do it for me

3. Do you have a home office? Remember, you must use part of your home **exclusively** and **regularly** as your principal place of business or as a place where you meet patients, clients, or customers.

Yes No

If yes, provide home office information with your tax documents as outlined on your organizer. If your home office is new this year, complete the Home Office Worksheet found on our website or call us for a copy.

4. Do you use a vehicle in your business?

Yes No

If yes, fill out the Vehicle Expense Worksheet & include with your tax documents. The form can be found on our website or call us for a copy. Make sure to answer all of the questions and sign the worksheet.

5. Do you do business in any other state? (e.g. sales, speaking engagements, internet sales, etc.)

Yes No

If yes, contact us to discuss or include income and expense detail by state with your tax documents.

Please contact our office with any questions (651-455-4621).

Print Name

Signature

Date