

2023 BUSINESS TAXPAYER INFORMATION SHEET
(For Corporations, Partnerships and LLC's)

DATE: _____ **REFERRED BY (New clients only):** _____

COMPANY NAME: _____

EIN OR TAX ID #: _____ **STATE ID #:** _____

ADDRESS: _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE #: _____ **EXT #** _____ **FAX #:** _____

DATE BUSINESS STARTED OR INCORPORATED: _____

EMAIL ADDRESS: _____ **WEBSITE:** _____

TYPE OF BUS: _____ (Corporation, Non-Profit, Partnership, or LLC)

If business is a corporation, is it an "S Corp"? _____ if yes, please provide approval letter issued by the IRS.

WHAT SERVICES OR PRODUCTS DOES THIS BUSINESS PRODUCE OR PROVIDE?

| NAME AND ADDRESS OF OFFICERS (Members): | SSN# | OWNERSHIP (%) | TITLE |
|--|-------------|----------------------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

(Signature of Officer)

(Title)

BUSINESS INCOME AND EXPENSE DETAIL TAX YEAR 2022

DUE DILIGENCE REQUIREMENTS

You are required to submit documentation to substantiate that your business exist and documentation of income and expenses. Documentation can include profit & loss statements, bank statements, and/or records of income and expenses.

GENERAL INFORMATION

Business Name: _____

What Service or Product does the Business provide? _____

Employer Identification Number (EIN): _____ Date business started _____

Is the business a: LLC Corporation Non-Profit Partnership

Please place a check mark next to all items submitted and fill in the revenue and expense detail below:

- Business License
- Form 1099
- Bank Statements
- Secretary of State Registration
- EIN Letter from the IRS
- Records of gross receipts
- Records of expenses
- Taxpayer Summary of Income
- Taxpayer Summary of Expenses
- Reconstruction of income and expenses
- Other (explain): _____

REVENUE

| | |
|---------------------------|-----------------|
| Cash Received | \$ _____ |
| Income from 1099s & Other | \$ _____ |
| TOTAL REVENUE | \$ _____ |

EXPENSES

| | |
|---|----------|
| Advertising | \$ _____ |
| Bank Service Charges | \$ _____ |
| Cell & Telephone Expense | \$ _____ |
| Computer Expense | \$ _____ |
| Contract Labor | \$ _____ |
| Equipment Purchased | \$ _____ |
| Equipment Rental | \$ _____ |
| Insurance Expense | \$ _____ |
| Internet Expense | \$ _____ |
| Legal & Professional Services | \$ _____ |
| Meals & Entertainment | \$ _____ |
| Office Expense | \$ _____ |
| Postage & Delivery Expense | \$ _____ |
| Rent Expense (Office space or Building) | \$ _____ |
| Rent Expense (Vehicles) | \$ _____ |
| Repairs & Maintenance | \$ _____ |
| Supplies Expense | \$ _____ |
| Taxes and Permits | \$ _____ |
| Travel Expense | \$ _____ |
| Uniform & Special Clothing | \$ _____ |
| Utilities | \$ _____ |
| Automobile Expense (mileage _____) | \$ _____ |
| Other Expenses (please list type of expenses below) | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Signature

Date

CONSENT TO USE OF TAX RETURN INFORMATION

For the purposes of this consent form, "we," "us," and "our" mean
TAXTYME ACCOUNTING & TAX SERVICES, INC
(Printed Name of Tax Preparer)

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use your tax return information for purposes other than the preparation and filing of your tax return without your consent.

You are not required to complete this form to engage in our tax return preparation services. If we obtain your signature on this form by conditioning our tax preparation services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

If you do not consent, you may still have your tax return prepared and electronically filed by us for a fee.

For your convenience, we have entered into an arrangement with third parties to provide qualifying taxpayers with the opportunity to apply for an Electronic Refund Disbursement Service and/or Loan product. To determine whether these products may be available to you, we will need to use your tax return information in order to calculate the amount of your anticipated refund.

If you would like us to use your tax return information to determine whether these products may be available to you while we are preparing your return, please sign and date this consent to the use of your tax return information.

By signing below, you authorize us to use the information you provide to us during the preparation of your 2022 tax return to determine whether to present you with the opportunity to apply for these products and services.

Printed Name of Taxpayer: _____

Taxpayer Signature: _____ Date: _____

Printed Name of Joint Taxpayer (if applicable): _____

Joint Taxpayer Signature (if applicable): _____ Date: _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by e-mail at complaints@tigta.treas.gov.

CONSENT TO DISCLOSURE OF TAX RETURN INFORMATION

For the purposes of this consent form, "we," "us," and "our" mean

TAXTYME ACCOUNTING & TAX SERVICES, INC
(Printed Name of Tax Preparer)

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose your tax return information to third parties for purposes other than the preparation and filing of your tax return without your consent. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form to engage in our tax preparation services. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

You have indicated that you are interested in receiving an Electronic Disbursement Service and/or Loan (or collectively, "Products or Services") from Pathward, National Association. In order to provide you with the opportunity to apply for one of these Products or Services, we must disclose all of your 2022 tax return information necessary for evaluating the request to Pathward. If you request a more limited disclosure of tax return information, you will not be eligible to submit an application request for these Products or Services. If you would like us to disclose your 2022 tax return information for this purpose, please sign and date your consent to the disclosure of your tax return information.

By signing below, you authorize us to disclose to Pathward all of your 2022 tax return information necessary for the evaluation and processing of your request for a Product or Service. You understand that if you are unwilling to authorize the disclosure and sharing of your tax return information with Pathward, you will not be able to obtain a Product or Service, but you may still choose to have your tax return prepared and filed by us for a fee.

Printed Name of Taxpayer: _____

Taxpayer Signature: _____ Date: _____

Printed Name of Joint Taxpayer (if applicable): _____

Joint Taxpayer Signature (if applicable): _____ Date: _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by e-mail at complaints@tigta.treas.gov.