

# BA TAX Providers, LLC

505 N Aspen Avenue Broken Arrow, OK 74012

Ph: 918.258.0009

*\*Was there an ownership change?*

General Information	
Company Name	
Owner's Name	
Business Address	
SSN# / EIN#	
Entity Type	<input type="checkbox"/> S Corp <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor

Shareholder / Partner - One	
Name	
Address	
SSN # - Cell #	
% of Ownership	

Shareholder / Partner - Two	
Name	
Address	
SSN # - Cell #	
% of Ownership	

Income Sources	\$\$	Notes
1099 Misc		
1099 Misc		
Other Income		
Other Income		

Insurance	\$\$	Travel Expenses	\$\$
AFLAC Insurance		Hotel	
Disability Insurance - Not deductible		Airfare, Taxi	
Health Insurance - Employee		Meals and Entertainment	
Health Insurance - Owner			
Errors and Omissions		<b>Taxes</b>	<b>\$\$</b>
Key Man Life Insurance		Business Personal Property Tax	
Liability Insurance		Franchise Tax	
Workers Comp		Payroll Taxes - Employer	
		Sales Tax	

Auto Expenses	\$\$	Employee Benefits	\$\$
Vehicle Make & Model		401K / SEP / Profit Sharing	
Mileage - BY _____ EY _____		Company Parties / OT Meals	
Jan - Jun _____		Def'd Comp	
Jul - Dec _____		Lease Payments	
Actual Expenses			

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General Expenses	\$\$	General Expenses	\$\$
Accounting / Tax Prep		Membership Dues (Associations)	
Advertising		Office Expense	
Bad Debts		Office Supplies	
Banking Fees / Services Charges		Office Utilities	
Cell Phone		Payroll Processing Fees	
Cleaning		Postage / Shipping	
Continuing Education		Rent / Lease Equipment	
Client Gifts		Rent / Lease Office	
Commissions		Repairs / Maintenance	
Contract Labor / Subcontractor		Salary - Officer / Owner	
Credit Card Processing Fees		Salary - Staff	
Internet / Website		Security System	
Janitorial		Supplies	
Legal / Professional		Telephone	
Licenses / Permits		Tolls / Parking	
Magazine Subscrip / Business Pubs		Uniforms	

Description	Jan 1st Beginning Balance	Dec 31st Ending Balance
<b>Cash in Bank</b> <i>(list if more than one)</i>		
1		
2		
3		
<b>Accounts Receivable</b>		
<b>Credit Cards</b> <i>(list if more than one)</i>		
1		
2		
3		
<b>Accounts Payable</b> <i>(short term debts)</i>		
<b>Loans or Mortgages</b> <i>(list)</i>		
1		
2		
3		
<b>Owner Cash Contributions</b>		
<b>Owner Cash Distributions</b>		

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Asset Purchases	Date Purchased	\$\$	Date Placed in Service	New or Used?
Asset 1				
Asset 2				
Asset 3				
Asset 4				
Asset 5				
Asset 6				
Asset 7				
Asset 8				
Asset 9				
Asset 10				
Asset 11				
Asset 12				
Asset 13				
Asset 14				
Asset 15				

Asset Sales	Date Out of Service	Date Sold	Selling Price	Trade-In?
Asset 1				
Asset 2				
Asset 3				
Asset 4				
Asset 5				

### NOT ALLOWED FOR S-CORPS

Home Office Use	\$\$	Home Office Use	\$\$
<b>Home Expenses</b>		<b>Depreciation of Home</b>	
Electric / Gas / Water		Cost Basis of Home	
Property Taxes		Land Value of Home	
Homeowners Insurance		Date Placed in Service	
Mortgage Interest		Cost Basis of Home	
Repairs/Maintenance		Prior Depreciation	
Other Expenses			
Sq. Ft. of Office			
Sq. Ft. of Home			