

Tax Preparer Questionnaire



Borrower Name: _____ Business Name (if applicable) _____

Information related to the Tax Preparer:

1. What type of license do you hold?
 - ☐ CPA (Certified Public Accountant)
 - ☐ EA (Enrolled Agent)
 - ☐ CTEC registered tax preparer (California Tax Education Council)
 - ☐ PTIN (Preparer Tax Identification Number)
2. How long have you held your license? _____ years _____ months
3. Address where your tax preparation services are performed: _____
4. What is the nature of your work structure?
 - ☐ A – I own a tax preparation business
 - ☐ B – I work for a tax preparation business I do not own
 - ☐ C – I work independently and are not associated with any business
5. If selected 4A or 4B, what is the name of the business? _____
6. If selected 4A or 4B, how long have you owned or worked for this business? _____ years _____ months
7. Do you have any relation or affiliation with the borrower or business? If yes, please explain _____
8. Have you filed the borrower's most recent tax returns? Y or N? _____
9. Have you reviewed the most recent returns and/or financial statements and attest to the accuracy of the P&L provided? Y or N? _____

Information related to the Borrower:

1. How long have you filed and/or reviewed the borrower's self-employed tax returns? _____ years
2. What is the name of the borrower's business? _____
3. How long has the borrower been self-employed? _____
4. How long has the business been open? _____
5. What percentage of ownership does the borrower have in the business? _____
5a. If less than 100% please provide the name(s) of the additional owners: _____
6. Will the use of business funds impact the business? _____
7. Is the borrower required to have a business license? _____
8. Provide a brief description of the borrower's business, including how income is generated, cost of goods/services sold, marketing, and labor (employees/other): _____
9. What is the business expense ratio? _____
10. Provide a detailed explanation of any P&L expenses which are not applicable to the borrower's business, if any: _____
11. Do you attest to the accuracy of the P&L and that financials were reviewed in the preparation of the P&L?
Please enter N/A if you did not complete a P&L. _____

By signing below, I acknowledge and understand the instructions and definitions, and have accurately represented them to the borrower's business on this form:

Signature: _____ Printed Name: _____

License Number: _____ Phone Number: _____ Type: Cell _____ Land Line _____

Email: _____ Date: _____

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