

**Earned Income Credit Questionnaire**  
**Business**

- 1) How long have you owned your business? \_\_\_\_\_ years
- 2) Can you provide any documentation to substantiate your business?
- a.  Business Cards
  - b.  Business Stationery
  - c.  Receipts or Receipt Book (with Company Header)
  - d.  Business/Occupational License (If Required)
  - e.  Other Tax Returns (Sales/Excise, Employment, etc)
  - f.  Advertisements (Newspaper, Flier, Yellow Pages, etc)
  - g.  Other \_\_\_\_\_
- 3) Who maintains the business records? \_\_\_\_\_
- 4) Do you maintain separate banking accounts for personal and business transactions?  YES  NO
- a. If YES, in what form were the records provided?  
\_\_\_\_\_
  - b. If NO, how do you differentiate between personal and business transactions and monetary assets?  
\_\_\_\_\_
- 5) Were satisfactory records of income and expense provided?  YES  NO
- a. If YES, in what form were these records provided?
    - i.  Accounting Records
    - ii.  Paid Invoices/Receipts
    - iii.  Log Books
    - iv.  Computer Records
    - v.  Car/Truck Expenses
    - vi.  Ledgers
    - vii.  Business Bank Accounts
    - viii.  Other \_\_\_\_\_
  - b. If NO, how did you determine:
    - i. The amount of Income: \_\_\_\_\_
    - ii. The amount of Expense: \_\_\_\_\_
- 6) Form 1099-MISC:
- a. Do you have an Forms 1099-MISC to support the income?  YES  NO
    - i. If NO, is it reasonable that the business type would not receive Form 1099-MISC?  YES  NO
- 7) List any other information you can provide related to your business:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

***I have disclosed that the above information is correct to the best of my knowledge and I can provide and produce records if requested.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_