

GENERAL INFORMATION

1. Business Name: _____

2. Operating Name (if different): _____

3. Owner(s) Name (include all, attach a list if needed): _____

4. Date of Business Creation/Start: _____

5. Principal Business Activity: _____

6. Functional Currency: _____

7. EIN/BN: _____

8. Is the business a: ☐ Corporation ☐ Sole Proprietorship
☐ Partnership ☐ LLC ☐ Other _____

9. Business Address (street): _____

City: _____

Province/State: _____

Postal/Zip Code: _____

Country: _____

10. Business Website: _____

11. Business Phone Number: _____

	Yes	Unsure	No
1. Is this the first year of business?	☐	☐	☐
2. Was this the last year of business?	☐	☐	☐
3. Was the business sold? <i>If yes, please provide AET with all sale documents.</i>	☐	☐	☐
4. Did you receive any Forms 1099-MISC, 1099K, etc.? <i>If yes, please provide AET with a copy.</i>	☐	☐	☐
5. Did you pay any U.S.-based person/company more than \$600 USD during the year?	☐	☐	☐
If yes, did you issue any forms 1099-NEC or 1099-MISC? <i>If yes, please provide AET with a copy.</i>	☐	☐	☐
6. Did you work from a home office? <i>If yes, please download and complete our Home Office Worksheet</i>	☐	☐	☐
7. Do you have travel expenses to claim? <i>If yes, please download and complete our Vehicle Expense Worksheet</i>	☐	☐	☐

Please complete all applicable tables on the following pages.

INCOME

	Current Year	Prior Year (if not prepared by AET)
Gross Amounts Received		
Total Discounts/Returns		
Total Per Diems/Rebates Received		
Total Deposits (used up/applied)		
Other (describe):		
Other (describe):		
Other (describe):		

COST OF GOODS SOLD (COGS)

	Current Year	Prior Year (if not prepared by AET)
Cost of Inventory as of Jan. 1st		
Purchases		
Cost of Labor (do not include payments to owners)		
Materials and Supplies		
Other (describe):		
Other (describe):		
Other (describe):		
Cost of Inventory as of Dec. 31st		

EXPENSES

	Current Year	Prior Year (if not prepared by AET)
Advertising		
Commissions		
Contract Labor		
Insurance		
Meals (100% - business only)		
Mortgage Interest		
Other Interest (describe):		
Legal/Professional Fees		
Office Expenses		
Rent (vehicles/equipment)		
Rent (other – describe):		
Repairs/Maintenance		
Supplies (not in COGS)		
Taxes and Licenses		
Travel		
Utilities		
Wages		
Other (describe):		
Other (describe):		
Other (describe):		
Other (describe):		

LIABILITIES

	Start date (MM/DD/YYYY)	Amount owing as of Jan. 1 st	Amount owing as of Dec. 31 st
Mortgage			
Credit Card			
Other (describe):			
Other (describe):			
Other (describe):			
Other (describe):			

ASSETS

	Start date (MM/DD/YYYY)	Value as of Jan. 1 st	Value as of Dec. 31 st	Cost/Value when placed in Service	Date sold/ removed from service
Accounts Receivable				not applicable	not applicable
Building					
Land					
Bank Account (describe, last four of acct number):				not applicable	not applicable
Bank Account (describe, last four of acct number):				not applicable	not applicable
Deposit (holding)				not applicable	not applicable
Dishwasher					
Washing Machine					
Dryer					
Other (describe):					

ASSETS CONTINUED

	Start Date (MM/DD/YYYY)	Value as of Jan. 1 st	Value as of Dec. 31 st	Cost/Value when placed in Service	Date sold/ removed from service
Other (describe):					
Other (describe):					
Other (describe):					
Other (describe):					
Other (describe):					
Other (describe):					
Other (describe):					
Other (describe):					

ADDITIONAL INFORMATION/COMMENTS: