

Gregory & Associates, LLC. CPA

CHECK LIST FOR BUSINESS – SHOULD BE COMPLETED YEARLY

BUSINESS: _____ ADDRESS: _____
 DATE: _____ FOR YEAR: _____
 COMPLETED BY: _____ PHONE #: Day: _____
 E-Mail: _____ Cell: _____ Fax: _____

	<u>N/A</u>	<u>YES</u>	<u>NO</u>	<u>REMARKS</u>
Did your address change from previous year?	_____	_____	_____	_____
Do you operate in:				
Maryland?	_____	_____	_____	_____
Delaware?	_____	_____	_____	_____
Other states?	_____	_____	_____	_____
Have appropriate licenses & ID #'s been obtained?				
Maryland?	_____	_____	_____	_____
Delaware?	_____	_____	_____	_____
Other states? _____	_____	_____	_____	_____
Have appropriate state forms been filed?				
Delaware Gross Receipts	_____	_____	_____	_____
Delaware Room Tax	_____	_____	_____	_____
Maryland Sales Tax	_____	_____	_____	_____
Maryland Amusement Tax	_____	_____	_____	_____
Worcester County Food Tax	_____	_____	_____	_____
Do you have employees/subcontractors?				
Employees?	_____	_____	_____	_____
Do you have all required docs on them?				
W2, New Hire, DHS I9, MW507	_____	_____	_____	_____
Have all payroll reports been filed?	_____	_____	_____	_____
Have 1099 forms been filed?	_____	_____	_____	_____
Do you have W9's?	_____	_____	_____	_____
Do you have Workmen Comp Certificate of Insurance of each subcontractor?	_____	_____	_____	_____

Name: _____

Do you have a retirement plan?

Type: _____

Is any part of your plan pre-tax? _____

Do you provide:

Health Insurance for:

Self/Family? _____

Employees? _____

Is any or a portion pre-tax? _____

HSA Accounts:

Self/Family? _____

Employees? _____

Do you contribute to HSA for employees? _____

Is contribution pre-tax? _____

Life Insurance for :

Self/Family? _____

Employees? _____

Other Fringe benefits? _____

Has ownership changed from prior year? _____

Do you have a copy of Articles of Incorporation & Bylaws? _____

Do you update corporate minutes and have meetings as required? _____

Have you provided us a copy of S-Election? _____

Have you provided a list of Shareholders &
of shares owned to us?

Name: _____

Do you have a buy/sell agreement?
Have you provide a copy to us?

Have you filed annual franchise report
or annual Personal Property Returns?

Do you have a written partnership agreement?
Have you provided a copy to us?

Do you have a will?
Does someone know where it is?

Do you know the value of your business?