YEAR-END TAX PROJECTION CHECKLIST TAX YEAR 2023

- Name of Corporation: ____
- Corporation Mailing Address: ____
- Sign and send back Year-End Projection Engagement Letter
- Prepare your income and expenses. Choose one of the options below:
  - ☐ Quickbooks Online
    - Make sure all transactions have been added for the year.
    - Add us as your accountant by using info@emtaxservice.com
  - ☐ Excel Spreadsheet (If using Numbers, please convert to Excel)
    - Must summarize income and expenses by category.
    - See Corporation Income and Expense Worksheet here.
  - ☐ Expensify, Mint or another app that tracks your expenses.
    - You may print a report or export it to Excel.
    - You must show totals of your income and expenses by category.
  - ☐ Send us an email detailing your total income and total expenses by category.
  - ☐ Use E&M as your bookkeeper.
    - Please reach out for pricing at bookkeeping@emtaxservice.com
- What states did your corporation earn income?
  - State ____________________ Income ____________________
  - State ____________________ Income ____________________
  - State ____________________ Income ____________________

  When you are a business, your income is earned from the state benefiting from your service.
  Examples: *You work in Montana shooting a movie for a Montana company you earned income in Montana.*
  You work and live in TX, however, the company paying you is from California you earned income in California.
- To help us estimate your income, from now until the end of the year, select options below:
  - ☐ I will have more expenses ☐ I will receive more income
  - ☐ I will <u>not</u> have any more expenses ☐ I will <u>not</u> receive more income
  - How much more expenses? ____
  - How much more income? ____
- Do you want to contribute to your retirement account? If so, how much are you comfortable saving this year? ____
- Do you already have a retirement account set up? If so, check the type of account you have below:

  ☐ SEP IRA ☐ SOLO 401K ☐ Roth IRA ☐ Traditional IRA ☐ DBPP
- Do you have a pension through the Guild?

  ☐ DGA ☐ SAG ☐ WGA ☐ Other ____________________

- Personal Income (We use your 2022 personal income to estimate your tax bracket for 2023. We need this to calculate the correct taxes. Please check one of the following):
  - ☐ I earned the same amount. Use 2022 as an estimate for 2023 projection.
  - ☐ I did not have any personal income.
  - ☐ Did you collect unemployment? If so, how much? ______________________
  - ☐ My income is different. List changes below:
    - ____
      ____
      ____
- Spouse Personal Income (If married)
  - ☐ I earned the same amount. Use 2022 as an estimate for 2023 projection.
  - ☐ I did not have any personal income.
  - ☐ Did you collect unemployment? If so, how much? ______________________
  - ☐ My income is different. List changes below:
    - ____
      ____
      ____
- Taxes paid from corporation in 2023 (This includes your $800 minimum corporation tax):
  - Estimated Tax
    - 1st Quarter Date: ____________ Amount: ____________
    - 2nd Quarter Date: ____________ Amount: ____________
    - 3rd Quarter Date: ____________ Amount: ____________
    - 4th Quarter Date: ____________ Amount: ____________
  - Pass-Through Tax Date: ____________ Amount: ____________
- Taxes paid for personal tax return:
  - Federal Estimated Taxes
    - 1st Quarter Date: ____________ Amount: ____________
    - 2nd Quarter Date: ____________ Amount: ____________
    - 3rd Quarter Date: ____________ Amount: ____________
    - 4th Quarter Date: ____________ Amount: ____________
  - State Estimated Taxes
    - 1st Quarter Date: ____________ Amount: ____________
    - 2nd Quarter Date: ____________ Amount: ____________
    - 3rd Quarter Date: ____________ Amount: ____________
    - 4th Quarter Date: ____________ Amount: ____________
- We suggest creating a business account on FTB to confirm future payments. Link Here.

- How much have you saved for taxes? ______________________________
- How much did you pay for the following:

  It is important to have the exact number amounts (January – December)
  - Health Insurance ______________________________
  - HSA ______________________________
- Give us a percentage of how much you use the following items for business versus personal:
  - Cell Phone______________________________
  - Internet ______________________________
  - Auto Expenses ______________________________
  - Research ______________________________
  - Subscriptions ______________________________
- Do you have any major changes this year? ______________________________
  - Did you move? ______________________________
  - Did you get married? ______________________________
  - Did you buy a house? ______________________________
  - Did you have a baby? ______________________________
  - Did you sell stocks? ______________________________
  - Did you have a large shift of income? ______________________________
  - Other changes? ______________________________
- Please send us all of your compiled documents and information either by emailing mailers@emtaxservice.com or uploading to the E&M Portal.
- To request a Zoom appointment with a team member, please email schedule@emtaxservice.com
- Please list any questions you may have that we can answer while doing your projection.

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