

CORPORATION INCOME TAX ORGANIZER CHECKLIST

PLEASE USE THIS AS A GUIDE FOR GATHERING YOUR TAX INFORMATION AND TAX SOURCE DOCUMENTS. WHEN IN DOUBT, INCLUDE IT.

PLEASE PROVIDE YOUR INFORMATION TO US BY FEBRUARY 15th IN ORDER FOR US TO HAVE AMPLE TIME TO COMPLETE YOUR TAX RETURNS BY MARCH 15th. INFORMATION RECEIVED AFTER FEBRUARY 15TH MAY NOT GUARANTEE A COMPLETION DATE OF MARCH 15th AND AN EXTENSION WILL BE FILED ON YOUR BEHALF. IF YOU ARE AN S CORPORATION THIS WILL DELAY THE COMPLETION OF YOUR PERSONAL TAXES.

GENERAL QUESTIONS:

Corporation Name and/or DBA..... _____

Corporation Address... _____

If you have any of these Original Documents and we did not prepare them, please include a copy with your tax data:

Federal ID#... _____ State ID# (If applies)... _____ Sales Tax #.. _____

Date of Incorporation... _____ S Corp Election Date(Form 2553)... _____

On a separate sheet please list the names, addresses, SS#'s & stock percentage of all shareholders of the corporation.

If you are a new client, please include a copy of last years tax returns with all schedules.

INCOME/COST OF GOODS SOLD/EXPENSES:

To prepare your business tax return please provide a Profit & Loss Statement from January 1st to December 31st for Income and Expenses. If you are preparing your own books, please make sure you have reconciled all your accounts prior to submitting data to us. If you need assistance with QuickBooks Online or Desktop, or a review, please give us access to your QuickBooks files no later than Feb. 1.

If you have payroll (wages) and we do not complete it for you, please include copies of all 4 quarters of returns, W-3 and W-2's.

If you have paid yourself rent or any contract labor you need to complete a 1099 as required by federal law. If you need us to prepare those for you, please get us that information by January 15th, as they are due to be distributed and filed by January 31st. We need the name, EIN or SS#, Address and Total Amount Paid for the year. If you file 1099's yourself, please include copies of all 1099's and 1096.

If you have any interest income or dividends for the corporation, please include a copy of the 1099 received.

Examples of Common Income Accounts

Sales/Services	Interest/Dividends	Returns & Allowances	Other Income Deposited Into Business Account
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Examples of Common Cost of Good Sold & Expense Accounts

Beginning Inventory Amount	Ending Inventory Amount	Purchases
Materials and Supplies	Salaries and Wages	Payroll Taxes
Repairs & Maintenance	Bad Debts	Rent
Depreciation/Amortization	Taxes - Property/Local	Taxes - Other
Licenses, Permits or Fees	Interest	Advertising
Employee Benefit Programs	Accounting	Automobile Expenses
Bank Charges	Commissions	Contract Labor
Delivery & Freight	Dues & Subscriptions	Equipment Rentals
Business Gifts	Insurance	Janitorial
Legal & Professional	Meals & Entertainment	Office Expenses
Outside Services	Parking Fees & Tolls	Postage
Security	Supplies	Telephone
Tools	Travel	Utilities

BALANCE SHEET INFORMATION (BALANCES OF ACCOUNTS AT END OF YEAR):

To prepare your business tax return please provide a Balance Sheet Statement dated December 31st for all Asset, Liability, and Equity accounts. If you are preparing your own books, please make sure you have reconciled all your accounts prior to submitting data to us. If you need assistance with QuickBooks Online or Desktop, or a review, please give us access to your QuickBooks files no later than Feb. 1.

Examples of Balance Sheet Accounts (Assets, Liabilities and Owner's Equity)

Cash and equivalents	Accounts payable
Accounts receivable	Mortgages, notes payable in less than 1 yr
Inventory (End of Year)	Loans from shareholders
Loans to shareholders	Mortgages, notes payable in more than 1 yr
Other Investments	Other Current Liabilities
Buildings and other asset	Other Current Liabilities
Accumulated Depreciation	Current Liabilities
Intangible assets	Capital Stock
Accumulated Amortization	Treasury Stock
Other assets	Retained Earning
Other assets	Additional Paid in Capital

OTHER HELPFUL INFORMATION:

Does your corporation have a Calendar or Fiscal Year? Calendar Year or Fiscal Year (Circle One)

Will this be your Corporations Initial or Final Return? Initial Return or Final Return or N/A (Circle One)

What is your Corporations Accounting Method? Cash or Accrual (Circle One)

Did you purchase any new equipment this year? Yes or No (Circle One) If Yes, when? _____

Total Purchase Price _____ Is this item Titled in the Corp. Name? Yes or No (Circle One)

Did you purchase a new automobile this year? Yes or No (Circle One) If Yes, when? _____

Total Purchase Price _____ Is this item Titled in the Corp. Name? Yes or No (Circle One)

Do you have Investment accounts that report interest, dividends or stock sales in the corporation name?
If yes, please provide year end statement

Did you take any distributions from the corporation as a stockholder? Yes or No (Circle One)
If Yes, how much (yearly total)? _____

Did you make any charitable contributions in the company name? Yes or No (Circle One)
If Yes, how much (yearly total)? _____

Did you dispose of any assets this year? Yes or No (Circle One) If Yes, when? _____

Total Selling Price or Blue Book Value _____

NOTES:
