

CORPORATION TAX ORGANIZER (1120, 1120S)

ORGANIZATION NAME

ADDRESS

TELEPHONE #

FAX #

E-MAIL ADDRESS

TAX YEAR ENDING

FEDERAL ID #

STATE ID #

Enclosed is an organizer that we provide to our tax clients to assist in gathering the information necessary to prepare the current year tax returns.

The Internal Revenue Service matches information returns with amounts reported on income tax returns. A negligence penalty may be assessed where income is unreported. Accordingly, all Forms 1099, Schedules K-1 and other information returns reflecting amounts reported to the Internal Revenue Service should be submitted with this organizer.

For your convenience, there is an engagement letter enclosed which explains the services that we will provide to the corporation. Please sign a copy of the engagement letter and return it in the enclosed envelope. Keep the other copy for your records.

Your corporate income tax returns are due two and 1/2 months after the fiscal year end. In order to meet this filing deadline, your completed tax organizer needs to be received no later than 30 days prior to the due date. Any information received after this date may require an extension of time to be filed for this return.

If an extension of time is required, any tax that may be due must be paid with the extension. Any taxes not paid by the filing deadline may be subject to late payment penalties and interest when those taxes are actually paid.

We look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact us.

S CORPORATION TAX ORGANIZER (1120S)
(SHORT VERSION)

Corporation Name	_____	Tax Period	_____
Address	_____	Federal ID#	_____
	_____	State ID#	_____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, profit and loss statement, or QuickBooks Accountants' Transfer File by activity. In addition, provide the following information (if applicable):

	<u>DONE</u>	<u>N/A</u>
1. Copies of last month fiscal year's bank statement(s) and reconciliations.	_____	_____
2. Copies of last month fiscal year's savings statement(s)	_____	_____
3. Copies of last month fiscal year's investment(s) statement(s).	_____	_____
4. Listing of accounts receivable and any bad debts to write off at year end.	_____	_____
5. Listing of accounts payable at year end.	_____	_____
6. Listing for inventory at year end.	_____	_____
7. Equipment purchases during the year...Description, cost, date, improvements and any financing documents.	_____	_____
8. Any sales of equipment, trade-ins, and/or fixed assets placed out of service during the year...description, date, and sales price (if applicable).	_____	_____
9. Other payables at year end...sales tax, payroll tax, pension owed, etc.	_____	_____
10. Balances of long term notes payable and interest paid for the year.	_____	_____
11. Copies of correspondence with tax authorities regarding changes to prior year(s) returns.	_____	_____
12. Schedule of all fringe benefits paid on behalf of more than 2% shareholders and indicate which benefits have been included in their Forms W-2.	_____	_____
13. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.	_____	_____
14. Copies of all federal and state payroll reports including Forms W-2/W-3, 940, 941.	_____	_____
15. Copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 <u>that have been filed.</u>	_____	_____
16. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 <u>that have been received.</u>	_____	_____
17. Schedule of all interest and dividend income, not included on Forms 1099.	_____	_____
18. Schedule of charitable contributions (cash and non cash).	_____	_____
19. Detail of any lobbying expenses.	_____	_____
20. List of any potential non-deductible expenses such as penalties and life insurance premiums.	_____	_____
21. Vehicle and mileage data for company-owned passenger vehicles.	_____	_____
22. List of each type of trade or business activity or rental activity, indicating the date started or acquired.	_____	_____
23. Detail of meal and entertainment expenses.	_____	_____

Can the Internal Revenue Service discuss questions about this return with the preparer? Yes ___ No ___