

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

Enclosed is an organizer that I (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 I (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 on _____. In order to meet this filing deadline, your completed tax organizer needs to be received no later than _____. Any information received after this date may require an extension 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.

I (we) look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact me (us).

CORPORATION TAX ORGANIZER (1120)
(SHORT VERSION)

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

Telephone: _____ Fax# _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement, by activity. In addition, provide the following information:

	<u>DONE</u>	<u>N/A</u>
1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns.	_____	_____
2. Details of changes in stock ownership.	_____	_____
3. For each corporate officer; SSN, compensation, percentage of ownership and time devoted to business.	_____	_____
4. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.	_____	_____
5. Copies of all deferred compensation plans and agreements.	_____	_____
6. Copies of all federal and state payroll reports filed including Forms W-2/W-3, 940, 941.	_____	_____
7. Copies of Forms 1096/1099, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 <u>filed by the corporation.</u>	_____	_____
8. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 <u>received by the corporation.</u>	_____	_____
9. List of all entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state and local income tax payments and refunds.	_____	_____
10. Schedule of all interest and dividend income not included on Forms 1099.	_____	_____
11. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions. Provide copies of invoices, if applicable.	_____	_____
12. Copy of the inventory uniform capitalization computation.	_____	_____
13. Schedule of charitable contributions (cash and non cash).	_____	_____
14. Detail of any lobbying expenses.	_____	_____
15. List of potential non-deductible expenses, such as penalties and life insurance premiums.	_____	_____
16. Schedule of any club dues paid.	_____	_____
17. Vehicle and mileage data for company-owned passenger vehicles.	_____	_____
18. Information to compute the domestic production activities deduction.	_____	_____
19. List of all entries in miscellaneous income/expense accounts.	_____	_____
20. Detail of meal and entertainment expenses.	_____	_____
21. List each type of trade, business, or rental activity and date started or acquired.	_____	_____
22. List of activities conducted in other states, including gross receipts inventory, real and personal property, payroll, and rents by state.	_____	_____

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

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

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

Telephone: _____ Fax# _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement by activity. In addition, provide the following information:

- | | <u>DONE</u> | <u>N/A</u> |
|--|-------------|------------|
| 1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns. | _____ | _____ |
| 2. Details of changes in stock ownership. | _____ | _____ |
| 3. For each shareholder, TIN, compensation, percentage of ownership, time devoted to business, date ownership acquired and detail of distributions received. | _____ | _____ |
| 4. Schedule of all fringe benefits paid on behalf of more than 2% shareholders (and their relatives) and indicate which benefits have been included in their Forms W-2. | _____ | _____ |
| 5. Schedule of loans to/from shareholders, officers and related parties, including interest rates and payment schedules. | _____ | _____ |
| 6. Copies of all deferred compensation plans and agreements. | _____ | _____ |
| 7. Copies of all federal and state payroll reports including Forms W-2/W-3, 940, 941. | _____ | _____ |
| 8. Copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 <u>filed by the corporation.</u> | _____ | _____ |
| 9. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 <u>received by the corporation.</u> | _____ | _____ |
| 10. Schedule of built-in gains. | _____ | _____ |
| 11. List of all entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state and local income tax payments and refunds. | _____ | _____ |
| 12. Schedule of all interest and dividend income, not included on Forms 1099. | _____ | _____ |
| 13. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions. Provide copies of invoices, if applicable. | _____ | _____ |
| 14. Copy of the inventory uniform capitalization computation. | _____ | _____ |
| 15. Schedule of charitable contributions (cash and non cash). | _____ | _____ |
| 16. Detail of any lobbying expenses. | _____ | _____ |
| 17. Schedule of any club dues paid. | _____ | _____ |
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| 19. Vehicle and mileage data for company-owned passenger vehicles. | _____ | _____ |
| 20. Information to compute the domestic production activities deduction. | _____ | _____ |
| 21. List of all entries in miscellaneous income/expense accounts. | _____ | _____ |
| 22. Detail of meal and entertainment expenses. | _____ | _____ |
| 23. List of each type of trade or business activity or rental activity, indicating the date started or acquired. | _____ | _____ |
| 24. List of activities conducted in other states, including gross receipts inventory, real and personal property, payroll, and rents by state. | _____ | _____ |

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

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

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CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

Corporation Name _____ Tax Period _____

Address _____ Federal ID# _____

_____ State ID# _____

Telephone: _____ Fax# _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement by activity. In addition, provide the following information:

YES NO N/A

100) GENERAL INFORMATION

101) If this is the first year we will prepare your tax return(s), provide the following from your files or your prior accountant:

- | | | | |
|---|-------|-------|-------|
| .1) Tax returns for the prior three years | _____ | _____ | _____ |
| .2) Depreciation schedules | _____ | _____ | _____ |
| .3) List of all investments | _____ | _____ | _____ |
| .4) All tax carryforward schedules, such as net operating losses, tax credits, charitable contributions, etc. | _____ | _____ | _____ |
| .5) Shareholder buy/sell agreement(s) | _____ | _____ | _____ |
| .6) Copies of rulings issued by the IRS or other tax authorities | _____ | _____ | _____ |
| .7) Copies of notices or changes to prior returns by the IRS or other tax authorities | _____ | _____ | _____ |
| .8) Copies of corporate documents, such as articles of incorporation and bylaws | _____ | _____ | _____ |

S CORPORATION ONLY

- | | | | |
|--|-------|-------|-------|
| .9) A copy of the S Corporation approval. | _____ | _____ | _____ |
| .10) A list of all shareholders and provide the following information: | _____ | _____ | _____ |
| (a) Name | | | |
| (b) Address | | | |
| (c) Tax ID# | | | |
| (d) Type of entity | | | |
| (e) Number of shares or percentage of ownership | | | |
| .11) If the corporation was a C Corporation prior to making the S election, provide a copy of the schedule of net built-in gains and accumulated earnings and profits. | _____ | _____ | _____ |
| .12) Has the corporation elected a fiscal year end? If yes, provide a copy of Form 8716 and last Form 8752 filed. | _____ | _____ | _____ |
| .13) Does the corporation engage in more than one trade or business activity? If yes, provide details of each activity. | _____ | _____ | _____ |
| .14) Does the corporation engage in any rental activity? If yes, provide details. | _____ | _____ | _____ |

- 102) Has the address on the prior year return changed? If so, furnish new address. _____
- 103) Has the corporation been notified of any changes to previous returns by any taxing authority? If yes, provide copies of all correspondence. _____
- 104) Has the corporation received any notices or correspondence from the IRS or any other tax agency? If yes, provide copies. _____
- 105) Please provide a schedule of ownership changed during the year, including dates and number of shares or percentage of ownership. _____
- 106) Have there been any changes to the shareholders' buy/sell agreement(s)? If yes, provide a copy(ies). _____
- 107) Has the corporation updated its minute book for the year? If yes, provide copies. _____
- 108) Provide the names and telephone numbers of the corporation's advisors:

	Name and Address	Telephone #	Fax #	E-Mail
Legal				
Bank				
Insurance				
Investment				

- 109) Describe the principal business activity of the corporation:

- .1) Did the corporation purchase or sell a business or business segment during this year? If yes, provide a copy of contract or agreement. _____
- .2) Did the corporation engage in any new activities during the year? If yes, describe new business on an attached sheet. _____
- .3) Did the corporation discontinue operations this year? If yes, provide details. _____
- 110) Does the corporation have any of the following employee benefit plans? If yes, provide copies of plan documents.
- .1) Qualified retirement plan(s)? _____
If yes, are we to prepare Form(s) 5500? _____
Are we to compute the contribution(s)? _____
- .2) SEP or SIMPLE Plan? _____
If yes, are we to compute the contribution(s)? _____
- .3) Cafeteria plan? _____
If yes, are we to prepare Form 5500? _____
- .4) Non-qualified deferred compensation plan(s) or agreement(s)? _____
If yes, has the "one time only" filing with the Department of Labor been done? _____

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- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|------------|-----------|------------|
| .5) Other benefit plans not described above? | _____ | _____ | _____ |
| 111) Did the corporation include taxable fringe/welfare benefits such as health insurance, group-term life insurance, educational assistance, non-accountable expense allowances and personal use of corporate vehicles in compensation on employees' Forms W-2 and, if applicable, subject such amounts to payroll taxes? | _____ | _____ | _____ |
| 112) At year end, did the corporation own, directly or indirectly, 50% or more of the voting stock of a domestic corporation? If yes, provide a copy of that corporation's current tax return. | _____ | _____ | _____ |
| Ownership percentage: _____ | | | |
| 113) At year end did any corporation, individual, partnership, trust or estate own, directly or indirectly, 50% or more of the corporation's voting stock? If yes, provide the following information for all owners: | _____ | _____ | _____ |
| .1) Name: _____ | | | |
| Address: _____ | | | |
| ID#: _____ | | | |
| Ownership percentage: _____ | | | |
| .2) Was such owner a person other than a U.S. citizen? | _____ | _____ | _____ |
| 114) Do the shareholders owning 80% or more of this corporation own 80% or more of any other corporation(s)? If yes, provide a copy of the other corporate tax returns. | _____ | _____ | _____ |
| 115) Is this corporation a shareholder of any foreign corporation? If yes, identify each corporation. | _____ | _____ | _____ |
| 116) Is this corporation a partner in any foreign partnership? If yes, identify each partnership. | _____ | _____ | _____ |
| 117) Did this corporation own a disregarded entity for tax purposes at any time during the year? If yes, provide details. | _____ | _____ | _____ |
| 118) Did the corporation at any time during the year have an interest in a foreign bank account? If yes, provide details. | _____ | _____ | _____ |
| 119) Was the corporation the grantor or transferor to a foreign trust during the year? If yes, provide details. | _____ | _____ | _____ |
| 120) During this taxable year, did the corporation pay dividends? If yes, attach a schedule reflecting date declared, date paid, amount and form of payment (cash, other). | _____ | _____ | _____ |

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YES NO N/A

121) Did one foreign person, at any time during the tax year, own directly or indirectly, 25% or more of the total voting power or value of all classes of stock of the corporation? If yes: _____

- .1) Enter the percentage owned _____
- .2) Enter the owner's country _____

122) List estimated income tax deposits below in order of date paid:

	Prior Year Overpayment Applied	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Extension
FEDERAL						
Date Paid						
Amount	\$					
STATE						
Date Paid						
Amount	\$					

123) Provide a list of all entries in the general ledger relating to income taxes, including prepaid, liability and expense accounts. _____

124) Circle method of accounting for tax purposes:
 Cash Accrual Other (Describe) _____

125) Did the corporation establish any new general ledger accounts during the year? If yes, provide a list of each new account. _____

126) Did the corporation post any entries to the retained earnings account during the year? If yes, provide a list of all entries. _____

127) Provide copies of all federal and state payroll tax reports including Forms W-2/W-3, 940, 941. _____

128) Provide copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 **filed by the corporation.** _____

129) Provide copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 **received by the corporation.** _____

130) Provide a schedule of interest and dividend income not included on Forms 1099. _____

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YES NO N/A

- 131) Did the corporation have loans to/from shareholder(s) and other related parties during the tax year? If yes, provide a schedule indicating the amount of the loan, date of transaction, interest rate and payments. Also, provide a copy of the note if not previously provided. _____
- 132) Did the corporation refinance or restructure any outstanding debt this year? If yes, provide documentation. _____
- 133) Does the corporation do business in more than one state? If yes, list the states. _____
- .1) Provide copies of supporting schedules reflecting inventory, real and personal property, rents, payroll, and sales by state. _____
- .2) Provide a schedule showing any amounts for which there are known timing or tax treatment differences between federal and state reporting. _____
- 134) Can the Internal Revenue Service discuss questions about this return with the preparer? _____
- 135) How many additional paper copies of the return do you need? _____
- 136) Do you want an electronic copy of the return? _____

200) INCOME

- 201) Did the corporation receive interest and dividend income from the following sources? _____
If yes, provide details. (Forms 1099-INT and 1099-DIV)
- U.S. agencies
 - U.S. government
 - Tax-exempt by state
 - Tax-exempt private activity
- 202) Did the corporation sell any stocks, bonds, or securities during the year? If yes, furnish Form(s) 1099-B and complete the following OR provide brokerage account statements including realized gain or loss reports or provide transaction slips for _____ purchases and sales.

Description of Securities Sold	Date Acquired	Cost or Basis Plus Selling Expenses	(Trade Date) Date Sold	Total Sales Price

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YES NO N/A

203) Did the corporation own securities that became worthless or have loans that became uncollectible during the year? If yes, provide details. _____

204) Did the corporation sell or dispose of any assets used in its business? If yes, provide a schedule listing: _____

- Description of asset sold (Form HUD-1 for real estate)
- Date sold
- Sales price
- Selling expenses
- Date acquired
- Original cost or basis
- Depreciation claimed in prior years

205) Provide detail of all items greater than \$_____ in the miscellaneous income account. _____

Description	Amount

206) Did the corporation make any sales qualifying for the installment method of reporting? If yes, attach a copy of the agreement, a schedule of the payments received, and the beginning of year contract balance. Provide amortization schedule, if available. _____

207) Were there any sales or exchanges during the year between the corporation and a shareholder or other related party? If yes, provide a detailed schedule. _____

208) Did the corporation engage in any bartering activity during the year? If yes, provide a schedule of all such activities. _____

209) Did the corporation have any foreign sales? If yes, provide sales by country and amount. _____

300) DEDUCTIONS

301) Provide information for corporate officers and directors:

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YES NO N/A

Name	Title	Social Security Number	% Time Devoted to Business	% Stock Owned		Compensation
				Common	Preferred	

302) Is the corporation a fiscal year Personal Service Corporation (PSC)? _____

.1) If yes, provide the following information:

Name of Officer/Shareholder	Compensation from Beg. of Fiscal Year to End of Calendar Year	Compensation from Beg. of Subsequent Calendar Year to End of Fiscal Year	Total Compensation

.2) Provide a copy of an approved election (Form 8716) if not previously provided. _____

303) Do the Uniform Capitalization Rules under §263A related to items such as inventory and construction apply? If yes, provide copies of all schedules supporting the calculation of the amount of general and administrative expenses required to be capitalized in ending inventory or associated with self-constructed assets. _____

304) Provide details for calculating the domestic production activities deduction. _____

305) List charitable contributions made or accrued during the year by organization, date and amount. NOTE: You need to have written acknowledgment from any charity to which individual donations of \$250 or more were made during the year. You must have receipts or bank records for all cash contributions.

.1) Did the corporation have an accrued charitable contribution at year end? If yes, provide a copy of minutes authorizing contribution. _____

.2) Did the corporation make a charitable contribution of inventory or property? If yes, provide details. Provide appraisal and donee confirmation if the value exceeds \$5,000. _____

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YES NO N/A

306) Did the corporation make political contributions during this tax year? If yes, enter amount \$_____.

307) Did you incur any expenses to influence legislation and "lobbying?" If yes, provide a schedule of "lobbying expenses" and indicate to which accounts these expenses were posted.

308) Was any computer equipment donated to educational institutions? If yes, provide details.

309) Does the corporation pay life insurance premiums (other than group-term life) for officers of the corporation? If yes, provide the following for each policy:

- Face amount
- Premium paid
- Insured
- Cash surrender value at year end
- Policy owner
- Loan balance at year end
- Beneficiary
- Interest paid on policy loan
- Type of policy
- Loans to pay premiums

To which general ledger accounts have the payments been posted?

310) Did the corporation purchase life insurance on any employee after 08/17/06? If yes, have employees been notified and annual information reports filed?

311) Did the corporation pay penalties/fines during the tax year? If yes, list amount(s) and indicate the reason for the penalty/fine.

Account	Description	Amount

312) Did the corporation acquire any assets during the tax year? If yes, provide a schedule of assets purchased, including the date placed in service and a copy of the purchase invoice. Include any trade-in information. Include Form HUD-1 for real estate transactions.

313) Does the corporation wish to use accelerated depreciation methods?

314) Does the corporation wish to elect first year Section 179 expense?

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
315) Does the corporation own or lease any passenger vehicles? If yes, provide the following information for each vehicle (note certain exceptions may apply for companies with more than five vehicles):	_____	_____	_____
<ul style="list-style-type: none"> • Vehicle description • Date placed in service • Total miles • Business miles 			
<ul style="list-style-type: none"> • Average daily round trip commuting distance • Commuting miles • Other personal miles 			
.1) Does the corporation have evidence to support the claimed business use? If yes, is the evidence written?	_____	_____	_____
.2) Were the vehicles available for personal use during off-duty hours?	_____	_____	_____
.3) Were the vehicles used primarily by a more than 5% owner or related person?	_____	_____	_____
.4) Is another vehicle available for personal use?	_____	_____	_____
.5) Provide a copy of the lease for any leased vehicles. If not available, provide the following:	_____	_____	_____
<ul style="list-style-type: none"> • Date of lease • Fair market value at inception • Term of the lease • Lease payments 			
316) Regarding corporate policy for vehicles:			
.1) Does the corporation maintain a written policy that prohibits all personal use of vehicles, <u>including</u> commuting, by employees?	_____	_____	_____
.2) Does the corporation maintain a written policy that prohibits personal use of vehicles, <u>excluding</u> commuting, by employees?	_____	_____	_____
.3) Does the corporation treat all use of vehicles by employees as personal use?	_____	_____	_____
.4) Does the corporation provide more than five vehicles to employees and retain the information received from employees concerning the use of the vehicles?	_____	_____	_____
.5) Does the corporation require or maintain copies of vehicle logs?	_____	_____	_____

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

YES NO N/A

317) Are computers or other listed property used by employees for personal purposes? If "yes, complete the following: _____

Description	Date Placed in Service	Business Use %	Cost or Basis

.1) Does the corporation have evidence to support the business use claimed? _____

.2) If yes, is evidence written? _____

318) Did the corporation have any meal and/or entertainment expenses? If yes, provide details by account posted. _____

319) Did the corporation pay any club dues? If yes, provide details by account posted. _____

320) List all items in the miscellaneous expense account greater than \$_____.

Description	Amount

321) Will all compensation-related accruals (including vacation pay) be paid within 2½ months of year-end? If no, provide details of unpaid amounts. _____

322) Are there any unpaid expenses to shareholder(s) at year-end? If yes, provide detail. _____

323) Provide copies of certification for employees of target groups and associated wages paid qualifying for Work Opportunities Credit. _____

Provide detail of health insurance paid for employees.

400) S CORPORATIONS ONLY

401) Have fringe benefits paid on behalf of more than 2% shareholders (including, but not limited to medical, life insurance, disability, housing, etc.) been included in the shareholder's compensation and subjected to payroll taxes if applicable? Indicate to which accounts these amounts have been posted. Note these rules also apply to relatives of shareholders owning greater than 2% of the stock. _____