

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.	_____	_____
18. List of potential non-deductible expenses such as penalties and life insurance premiums.	_____	_____
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 ___