



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.

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. | _____ | _____ |
| For each shareholder: their percentage of ownership and relationship, if any, to other shareholders. | | |
| 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 or W-3, 940, 941. | _____ | _____ |
| 7. Did the corporation make any payments that would require it to file 1099s?
If yes, did the corporation issue 1099s? | _____ | _____ |
| 8. Copies of Forms 1096 or 1099, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 <u>filed by the corporation.</u> | _____ | _____ |
| 9. Copies of Forms 1099, 1099B, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 <u>received by the corporation.</u> | _____ | _____ |
| 10. 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. | _____ | _____ |
| 11. Schedule of all interest and dividend income not included on Forms 1099. | _____ | _____ |
| 12. Schedule of assets acquired 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. | _____ | _____ |
| 13. Copy of the inventory uniform capitalization computation. | _____ | _____ |
| 14. Schedule of charitable contributions (cash and non cash). | _____ | _____ |
| 15. Detail of any lobbying expenses. | _____ | _____ |
| 16. List of potential non-deductible expenses, such as penalties and life insurance premiums. Provide copies of notices to employees of life insurance policies, if required. | _____ | _____ |
| 17. Schedule of any club dues paid. | _____ | _____ |
| 18. Vehicle and mileage data for company-owned passenger vehicles. | _____ | _____ |

19. Information to compute the domestic production activities deduction. _____

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DONE N/A

20. List of all entries in miscellaneous income/expense accounts. _____

21. **Detail of meal and entertainment expenses.** _____

22. List each type of trade, business, or rental activity and date started or acquired. _____

23. List of activities conducted in other states, including gross receipts, inventory, real and personal property, payroll, and rents by state. _____

24. Can the Internal Revenue Service and state tax authority(ies) discuss questions about this return with the preparer? _____

25. Does the Corporation have any foreign bank or financial accounts? If yes, provide details including the highest balance in each account during the year. _____

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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, relationship to other shareholders, time devoted to business, date ownership acquired and detail of distributions received.	_____	_____
4. Schedule of all fringe benefits paid on behalf of more than two percent shareholders (and their relatives) and indicate which benefits have been included in their Forms W-2.	_____	_____
5. Schedule of loans to or from shareholders, officers and related parties, including interest rates and payment schedules.	_____	_____
6. Copies of all deferred compensation plans and agreements.	_____	_____
7. Did the corporation make any payments that would require it to file 1099s? If yes, did the corporation file all 1099s?.	_____	_____
8. Copies of all federal and state payroll reports including Forms W-2 or W-3, 940, 941	_____	_____
9. Copies of Forms 1099 or 1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 <u>filed by the corporation.</u>	_____	_____
10. Copies of Forms 1099, 1099B, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 <u>received by the corporation.</u>	_____	_____
11. Schedule of built-in gains.	_____	_____
12. 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.	_____	_____
13. Schedule of all interest and dividend income, not included on Forms 1099.	_____	_____
14. Schedule of assets acquired 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.	_____	_____
15. Copy of the inventory uniform capitalization computation.	_____	_____
16. Schedule of charitable contributions (cash and non cash).	_____	_____

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	<u>DONE</u>	<u>N/A</u>
17. Detail of any lobbying expenses.	_____	_____
18. Schedule of any club dues paid.	_____	_____
19. List of potential non-deductible expenses such as penalties and life insurance premiums. . Provide copies of notices to employees of life insurance policies, if required.	_____	_____
20. Vehicle and mileage data for company-owned passenger vehicles.	_____	_____
21. Information to compute the domestic production activities deduction.	_____	_____
22. List of all entries in miscellaneous income or expense accounts.	_____	_____
23. Detail of meal and entertainment expenses.	_____	_____
24. List of each type of trade or business activity or rental activity, indicating the date started or acquired.	_____	_____
25. List of activities conducted in other states, including gross receipts, inventory, real and personal property, payroll, and rents by state.	_____	_____
26. Can the Internal Revenue Service and state tax authority(ies) discuss questions about this return with the preparer?	_____	_____
27. Does the Corporation have any foreign bank or financial accounts? If yes, provide details including the highest balance in each account during the year	_____	_____