

## Corporate Tax Organizer

This Organizer is provided to assist you in gathering and organizing information relating to preparation of your corporate income tax returns. All items may not pertain to your Corporation. Please provide us with a copy of the corporation's tax returns for the last year filed if you are a first-time client.

- QuickBooks backup file (as .QBB or .QBM format) along with necessary password (*please make sure any provided prior year closing entries have been made before sending*)
- If your business does not use QuickBooks, please provide the following in Excel format:
  - o Trial Balance
  - o General Ledger
  - o Profit and Loss Statement
  - o Balance Sheet

*Note that if you are using accrual or cash method of accounting, the above statements must be prepared using this method as well.*

Changes in the ownership, please provide the following:

- Date the change took place
- New percentages for ownership
- Full name, address, and SSN of new shareholders
- Purchase and sale agreement for the stock

Year-end balances:

- Please provide 12/31 bank statements for all bank accounts
- Please provide credit card statements that cover 12/31
- Please provide year end loan statements for all debt
- Please provide year-end inventory balance

If your corporation operates a rental property, please provide:

- Profit and Loss Statement by property,
- List of improvements/renovations/major repairs that include:
  - o Cost
  - o Date completed/put into use
  - o Short description
- Days it was rented or used personally in the year

List of any capital asset purchases/sales (vehicles, equipment, etc) that include:

- Purchase price
- Purchase invoice
- Date asset was sold
- Amount asset was sold for

Real estate transactions:

- Closing statement for real estate sold
- Closing statement for real estate purchased
- Description and purpose of real estate purchased

If you paid wages to your employees, please provide:

- Form W-3
- Copy of all W2s

Property other than cash distributed to partners during the year:

- Please provide the description of the property transferred, date of transfer, and the value of the items

Other considerations:

- If you have inter-company accounts with related companies, please make sure that the due to/due from accounts match
- Please inform us of any changes in corporate address and/or contact information
- If you conducted business in more than one state, please provide an apportionment of the following to each state:
  - o Income
  - o Wages
  - o Property (vehicles, buildings, equipment, land, rent)
- If you used your personal vehicle for business purposes, please provide the number of miles
- Copy of 1099 tax statement if corporation holds investments
- Amount of health insurance premiums or HSA contributions paid through the corporation for any greater than 2% shareholder