

Business Tax Organizer

(page 1 of 2)

Quickbooks file

password: _____

Financial statements

Company: _____

Tax entity type Sole Proprietor C Corporation S Corporation Partnership

If an LLC, please check the tax entity

Legal name of business _____

EIN#: _____

Business address _____

(check if new address)

Tax matters individual _____ Title _____

Phone _____

Yes No Did the business have a change of business name during the year

Principal business activity _____

Principal product or service _____

Yes No Was the primary purpose of the corporation's activity to realize a profit?

Yes No If a Corporation or LLC, is the Corp/LLC a Personal Service Corporation (PSC/PLLC)

Accounting method Cash Accrual Other

Yes No Does the corporation file under a calendar year? (if no, what is the fiscal year?)

\$ _____ Total assets of the business at the end of the tax year. (includes cash, furniture, vehicles, and all other assets)

New Clients Provide a copy of the Articles of Incorporation, bylaws, Operating Agreements and any corporate resolution
Provide a copy of the depreciation schedules for book, tax, and AMT, and copies of tax returns for last two years including state returns.

Principal Ownership Information (include all owners if owned any portion, at any part of the year; include additional sheets as necessary)

Name/Title	Tax ID number (SSN or EIN)	Address	# Shares or % owned beg. Year	# Shares or % owned end Year	Dividends issued (if C Corp)	U.S citizen?

How many shareholders were there on the last day of the year: _____

Shareholders - Provide the following information for any shareholder _____

Shareholder/Owner	Wages or Guaranteed Pmts	Health Insurance premiums paid	Contributions from owners	Distributions to owners	owner loans to business	Company loans to owners

Company Specific Questions

- Yes No Did the corporation hold an annual meeting with shareholders with a record of minutes maintained?
- Yes No Is the business a subsidiary in an affiliated group or a parent-subsiary controlled group?
- Yes No Is any owner considered a disregarded entity, a partnership, a trust, an S corporation, or an estate?
- Yes No Are there any foreign owners? If yes, please provide details.
- Yes No Did the business make any contributions to qualified charities? If yes, please provide all statements from charity.
- Yes No Did the business own directly a portion of any other business? If yes, provide details.
- Yes No Did the business have any debt that was cancelled during the year? If yes, provide details.
- Yes No Did you have any employees? Please provide copies of 941s and W2 for the year.
- Yes No Did the company receive or dispose/transfer any assets or stock to another compnay, individual, or shareholder during the year?
- Yes No Does the business have a retirement plan? Or a plan to make contributions to a self-employed retirement plan?
- Yes No Did the business pay for health/dental insurance for any owners? If so, please provide amounts and names for each owner.
- Yes No Did the business have any bartering transactions during the year?
- Yes No At any time during the year, did the corporation have an interest in, or signature authority over a financial account in a foreign country?
- Yes No Was there a distribution of property or a transfer (by sale or death) of a shareholder interest during the tax year?



Business Tax Organizer

(page 2 of 2)

Company: _____

- Yes No Did the corporation pay \$600 or more to any individual? If yes, include a copy of Form 1099-MISC for each.
Note: Requirements to issue a 1099 to companies and/or individuals is provided in IRS instructions for 1099-MISC. Amounts paid with a credit/debit card are not required. Typically payments made by cash, check, billpay, or certain paypal transactions will require a 1099 to be issued.
- Yes No Are all owners/shareholders actively participating in the business?
- Yes No Did the business receive any IRS or State letters or notifications during the year that we should be aware of? If yes, please provide copies.
- Yes No Have you provided company financial statements as of the end of the fiscal year (typically Dec 31st)?
Income statement and Balance sheet; these statements should tie to the your beginning balance as of January 1st and your last year's tax return. Backup QB file fully reconciled or complete financials (P&L and Balance sheet).
- Yes No Are all bank statements reconciled and the balances in accounting software match statements?
- Yes No Are all credit card statements reconciled and the balances in accounting software match statements?
- Yes No Are all loans and line of credits reconciled and match to the statements?
- Yes No Did you purchase or sell any real estate during the year? If so, provide closing documents (HUD-1).
- Yes No Did you purchase any vehicles or other assets? If so, provide purchase documents and original loan information. Did you sell or dispose of any company assets during the year? If so, please provide details of sale.
- Yes No Please provide all interest statements, mortgage balances, and loans, including vehicles as of end of the year.
- Yes No Did you have inventory? If yes, provide details of beginning and ending inventory, purchases, and other cost of goods related items.

Vehicle Expenses

- Yes No Does the company own vehicles directly (i.e. Title in the business name)? If so, provide details.
- Yes No Does the company reimburse employees for use of their personal vehicles? If so, please answer below.
- Yes No Does the company, if a corporation (S-Corporation or C-Corporation) have a written accountable plan explaining the policy for required reimbursements under IRS Sec. 62(a)(2)(A) and Regs. Sec. 1.62-2.
- Yes No Were all required documents maintained by the company and paid within the required time frame?

Meals & Entertainment

- Yes No For any meals & entertainment expenses, does the company keep proper records including the following: business purpose, dates, amount, and who attended each event?

Travel Expenses

- Yes No Did the company have business travel expenses for the year?
- Yes No Were all travel expenses accounted for properly and separated into travel, lodging, transportation and meal categories?

General Business Credits

- Yes No Did the business pay expenses to make it accessible by individuals with disabilities?
- Yes No Did the business pay any FICA on employee wages for tips above minimum wage?
- Yes No Did the business own any residential rental buildings providing qualified low-income housing?
- Yes No Did the business incur any research and experimental expenditures during the year?
- Yes No Did the business have employer pension plan start-up costs?
- Yes No Did the business hire any workers from hardship categories?

Estimated Tax Payments

Installment	Date paid	Federal		Date paid	State
First		\$			\$
Second		\$			\$
Third		\$			\$
Fourth		\$			\$
Amount applied from prior year's refund?		\$			\$

If you are unable to provide any of the above requested items, please provide details as to the circumstances.