

CORPORATION TAX ORGANIZER

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE # _____

FAX # _____

E-MAIL ADDRESS _____

TAX YEAR ENDING _____

FEDERAL ID # _____

STATE ID # _____

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 of time 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).

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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
	—	—	—
A) GENERAL INFORMATION			
1) If this is the first year we will prepare your tax return(s), provide the following from your file 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, contributions, etc.	—	—	—
.5) Shareholder buy/sell agreement	—	—	—
.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 any other tax authorities	—	—	—
.8) Copies of corporate documents, such as articles of incorporation and bylaws	—	—	—
 S CORPORATION ONLY			
<hr style="width: 25%; margin-left: 0;"/>			
.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.	—	—	—
.12) Has the corporation elected a fiscal year end? If yes, provide a copy of Form 8716.	—	—	—
.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, details thereof.	—	—	—
2) Has the address on the prior year return changed? If so, furnish new address.	—	—	—
3) Has the corporation been notified of any changes to previous returns by any taxing authority? If yes, provide copies of all correspondence.	—	—	—

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YES NO N/A

- 4) Has the corporation received any notices or correspondence from the IRS or any other tax agency? If yes, provide copies. ___ ___ ___
- 5) If ownership changed during the year, has there been a change in ownership percentages? If yes, provide a schedule of all changes, including dates and number of shares or percentage of ownership. ___ ___ ___
- 6) Have there been any changes to the shareholders' buy/sell agreement(s)? If yes, provide a copy(ies). ___ ___ ___
- 7) Has the corporation updated its minute book for the year? If yes, provide copies. ___ ___ ___
- 8) Provide the names and telephone numbers of the corporation's advisors:

	Name and Address	Telephone #	Fax #	E-Mail
Attorney				
Banker				
Insurance				
Investment Broker				

- 9) 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. ___ ___ ___
- 10) 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? ___ ___ ___

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
.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?	___	___	___
.5) Other benefit plans not described above?	___	___	___
11) 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?	___	___	___
12) 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: _____	___	___	___
13) 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?	___	___	___
14) 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.	___	___	___
15) Is this corporation a shareholder of any foreign corporation? If yes, identify each corporation.	___	___	___
16) Is this corporation a partner in any foreign partnership? If yes, identify each partnership.	___	___	___
17) Did this corporation own a disregarded entity at any time during the year? If yes, provide details.	___	___	___
18) Did the corporation at any time during the year have an interest in a foreign bank account? If yes, provide details.	___	___	___
19) Was the corporation the grantor or transferor to a foreign trust during the year? If yes, provide details.	___	___	___
20) 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

21) 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 _____

22) List 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	\$					

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

24) Circle method of accounting for tax purposes:

Cash Accrual Other (Describe) _____

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

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

27) Provide copies of all federal and state payroll tax reports. _____

28) Provide copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 that have been filed. _____

29) Provide copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 that have been received. _____

30) Schedules of interest and dividend income, not included on Forms 1099. _____

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YES NO N/A

- 31) 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. _____
- 32) Did the corporation refinance or restructure any outstanding debt this year? If yes, provide documentation. _____
- 33) Does the corporation do business in more than one state? If yes, list the states that the corporation did business in during this year: _____

- .1) Provide copies of supporting schedules reflecting property, rents, payroll, and sales by state. _____
- .2) Provide a schedule showing any amounts for which there are known timing or treatment differences between federal and state reporting. _____
- 34) Can the Internal Revenue Service discuss questions about this return with the preparer? _____
- 35) How many additional paper copies of the return do you need? _____
- 36) Do you want an electronic copy of return? _____

B) INCOME

- 1) Did the corporation receive interest and dividend income from the following sources? _____
 If yes, provide details.
- U.S. agencies
 - U.S. government
 - Tax-exempt by state
 - Tax-exempt private activity
- 2) Did the corporation sell any stocks, bonds, or securities during the year? If yes, furnish Form(s) 1099B and complete the following: _____

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

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

4) 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

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

Description	Amount

6) If dividends were received from mutual funds, provide the annual statements.

7) 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.

8) 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.

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

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

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YES NO N/A

C) DEDUCTIONS

1) Provide information for corporate officers and directors:

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

2) Fiscal year Personal Service Corporation (PSC): _____

.1) Is the PSC on a fiscal year? 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) If the PSC has elected a fiscal year-end, provide a copy of an approved election (Form 8716) if not previously provided. _____

3) Do the Uniform Capitalization Rules under section 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. _____

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

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YES NO N/A

- 5) 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 if the value exceeds \$5,000. ___ ___ ___

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

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

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

- 8) 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: ___ ___ ___

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Face amount • Premium paid • Insured • Cash surrender value at year end • Policy owner | <ul style="list-style-type: none"> • 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? ___ ___ ___

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

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

Description	Amount

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
11) 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. Form HUD-1 for real estate.	___	___	___
12) Does the corporation wish to use accelerated depreciation methods? Does the corporation wish to use first year Section 179 depreciation?	___	___	___
13) 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 • Other personal miles • Date placed in service • Total miles 			
<ul style="list-style-type: none"> • Business miles • Average daily round trip commuting distance • Commuting 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 			
14) 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?	___	___	___

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YES NO N/A

- 15) Are computers or cellular phones 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? _____

- 16) Did the corporation have any meal and/or entertainment expenses? If yes, provide details. To which account(s) were these items posted? _____

- 17) Did the corporation pay any club dues? If yes, provide details. To which account were these items posted? _____

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

Description	Amount

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

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

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

D) S CORPORATIONS ONLY

- 1) 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 shareholder's compensation, and included in payroll taxes? Indicate to which accounts these amounts have been posted. _____