

CORPORATION TAX ORGANIZER
Forms 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.

Also enclosed is an engagement letter, 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 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).

**CORPORATION TAX ORGANIZER – Form 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? Yes ____ No ____ If yes, did the corporation file the required 1099s? | _____ | _____ |
| 7. Copies of Forms 1096 or 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 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. _____
23. Can the Internal Revenue Service and state tax authority discuss questions about this return with the preparer?
Yes _____ No _____
24. Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts (note that this is separate and distinct from any potential filing requirement at 25) below. _____
25. Determine if Form 8938 is needed to report specified foreign financial assets (note that this is separate and distinct from any potential filing requirement at 24) above. _____

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? Yes _____ No _____ If yes, did the corporation file the required 1099s? | _____ | _____ |
| Copies of all federal and state payroll reports including Forms W-2 or W-3, 940, 941 | | |
| 8. Copies of Forms 1099 or 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 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 or 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. _____ _____
- 25. Can the Internal Revenue Service and state tax authority discuss questions about this return with the preparer?

Yes _____ No _____
- 26. Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts (note that this is separate and distinct from any potential filing requirement at 27) below. _____ _____
- 27. Determine if Form 8938 is needed to report specified foreign financial assets (note that this is separate and distinct from any potential filing requirement at 26) above. _____ _____