

CORPORATION TAX ORGANIZER (1120, 1120S)
(SHORT VERSION)

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE # _____

FAX # _____

E-MAIL ADDRESS _____

TAX YEAR ENDING _____

FEDERAL ID # _____

STATE ID # _____

Enclosed is an organizer that I provide to my 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.

Your corporate income tax returns are due on 75 days after its year end. There is an extension available for six months.

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 look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact me.

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CORPORATION TAX ORGANIZER (1120)
(SHORT VERSION)

Corporation Name _____	Tax Period _____
Address _____	Federal ID# _____
_____	State ID# _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement. 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. | _____ | _____ |
| 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 Form W-2/W-3, 940, 941. | _____ | _____ |
| 7. Copies of Forms 1096/1099, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 <u>that have been filed.</u> | _____ | _____ |
| 8. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 <u>that have been received.</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 on Forms 1099. | _____ | _____ |
| 11. Schedule of assets and invoice copies acquired and/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. | _____ | _____ |
| 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 and date started or acquired. | _____ | _____ |
| 22. List of activities conducted in other states, including gross receipts, property, payroll, and rents by state. | _____ | _____ |
| 23. Can the Internal Revenue Service discuss questions about this return with the preparer? Yes _____ No _____ | | |

S CORPORATION TAX ORGANIZER (1120S)
(SHORT VERSION)

Corporation Name _____	Tax Period _____
Address _____	Federal ID# _____
_____	State ID# _____

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, time devoted to business, date ownership acquired and detail of distributions received.	_____	_____
4. Schedule of all fringe benefits paid on behalf of more than 2% shareholders and indicate which benefits have been included in their Forms W-2.	_____	_____
5. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.	_____	_____
6. Copies of all deferred compensation plans and agreements.	_____	_____
7. Copies of all federal and state payroll reports including Forms W-2/W-3, 940, 941.	_____	_____
8. Copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 <u>that have been filed.</u>	_____	_____
9. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 <u>that have been received.</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 and invoice copies acquired and/or sold during the year including date acquired, date sold. A copy of sales or purchase invoice, including any trade-in allowance. Include Form HUD-1 for real estate transactions.	_____	_____
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.	_____	_____
21. List of all entries in miscellaneous income/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, property, payroll and rents by state.	_____	_____

