

CORPORATION TAX ORGANIZER (1120/1120S)

Tax Period _____

Federal ID # _____

State ID # _____

Please provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement. If not available, please provide bank statements, cancelled checks, credit card statements, payroll records and any other supporting schedules. In addition, provide the following information:

DONE N/A

1. Copies of correspondence with tax authorities regarding changes to prior year returns. _____
2. For each Shareholder, provide ID #, address, percentage of ownership, profit/loss %, and general or limited classification. _____
3. Schedule of all payments or distributions to or for Shareholders including descriptions, amounts and the accounts to which these amounts have been posted. _____
4. Schedule of loans to/from Shareholders and related parties including interest rates and payment schedules. _____
5. Detailed analysis of entries in prepaid and accrued expense accounts. _____
6. Forms 1099, 941, 940, 5500, 1042 and W-2 that have been filed. _____
7. Schedule of all interest and dividend income. _____
8. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. _____
9. Copy of the inventory uniform capitalization computation. _____
10. Schedule of contributions. _____
11. Details of any lobbying expenses. _____
12. Schedule of expenses such as penalties and life insurance premiums. _____
13. Details of miscellaneous expenses. _____
14. Details of total of meal and entertainment expenses in excess of \$200.00 _____
15. List each type of trade or business activity or rental activity and indicate the date started or acquired. _____
16. List of states in which activities are conducted. _____