



S Corp Tax Organizer

New Clients

- Provide a copy of the Articles of Incorporation, Bylaws, and any Corporate Resolutions.
- Provide a copy of the Depreciation Schedules for book, Tax and AMT, and copies of Tax Returns for last two years, including State Returns. Also, enclose a copy of IRS Form 2553, *Election by a Small Business Corporation*, and IRS acceptance.

S Corporation General Information:

Legal Name of S Corporation:			EIN#:	
Address:				
New Clients	Date Incorporated:	State of Incorporation:	Date of S Corp Election:	Corp State Residence:
Tax Matters Individual:		Phone:	Title:	
Yes No	Did the Corporation 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?			
Accounting Method: Cash Accrual Other (specify)				
Yes No	Does the Corporation file under a Calendar Year? (If no, what is the fiscal year?)			

S Corporation Specific Questions

Yes No	Did the Corporation hold an annual meeting with shareholders with a record of minutes maintained?
Yes No	Was the Corporation a C corporation before it elected to be an S corporation?
Yes No	Is any Shareholder in the Corporation a Disregarded Entity, a Partnership, a Trust, an S Corporation, or an Estate?
Yes No	Did the Corporation own directly 20% or more, or own, directly or indirectly, 50% or more of the total stock issued and outstanding of any foreign or domestic corporation?
Yes No	Did the Corporation own directly an interest of 20% or more, or own, directly or indirectly, an interest of 50% or more in the profit, loss, or capital in any foreign or domestic partnership or in the beneficial interest of a trust?
Yes No	Did the Corporation have any outstanding shares of restricted stock at the end of the tax year?
Yes No	Did the Corporation have any outstanding stock options, warrants, or similar instruments at the end of the tax year?
Yes No	Did the Corporation have any non-shareholder debt that was cancelled, forgiven, or had terms modified to reduce amount of principal?
Yes No	Was the Corporation's S election terminated or revoked 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 distribution of property or transfer (by sale or death) of shareholder interest during the tax year?
Yes No	Does the Corporation satisfy the following conditions? <ul style="list-style-type: none"> • The Corporation's total receipts for the tax year were less than \$250,000. • The Corporation's total assets at the end of the year were less than \$250,000.
Yes No	Did the corporation pay \$600 or more to any individual? If yes, include a copy of Form 1099-MISC for each

Principal Shareholders Ownership Information

Name/Title	Tax ID # (SSN or EIN)	Address	Ownership Percentage	Shareholder Stock Basis	U.S Citizen?
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

How Many Shareholders Were There on the Last Day of the Year? #

Shareholders- Provide the following information for any shareholder who was an officer or 2% or more owner of the Corporation during the year.

Shareholder/Office Name	Wages Paid	Health Insurance Premiums Paid	Capital Contributions from Shareholder	Distributions to Shareholder	Shareholder Loans to Corporation	Loans Repaid by Corporation to Shareholder

S Corporation Income (Include all Forms 1099-K Received)

Gross Receipts or Sales	\$	Dividend Income (Include all 1099-DIV Forms)	\$
Returns and Allowances	\$	Capital Gain/Loss (Include all 1099-B Forms)	\$
Interest Income (Include all 1099-INT Forms)	\$	Other Income (loss) (Include statement)	\$

S Corporation Cost of Goods Sold (for manufacturers, wholesalers, and businesses that make, buy, or sell goods)

Inventory at Beginning of the Year	\$	Inventory at the End of the Year	\$
Purchases	\$	Materials and Supplies	\$
Cost of Labor	\$		

S Corporation Expenses

Advertising	\$	Legal and professional Services	\$
Annual Corporation Fees	\$	Management Fees	\$
Bad Debts	\$	Office Supplies	\$
Bank Charges	\$	Organization Costs	\$
Business (in town) meals	\$	Pension and Profit Sharing Plans- Employee	\$
Business Licenses	\$	Pension and Profit Sharing Plans- Shareholder	\$
Cleaning/Janitorial	\$	Professional Education and Training	\$
Commissions and Fees	\$	Rent or Lease- car, machinery, equipment	\$
Compensation of Officers	\$	Rent or Lease- Other Business Property	\$
Contract Labor (include 1099-MISC)	\$	Rent Paid	\$
Employee Benefit Programs	\$	Repairs and Maintenance	\$
Entertainment	\$	Salaries and Wages (include W-2)	\$

Health Care Plans- Employee	\$	Taxes- Payroll	\$
Health Care Plans- Shareholder	\$	Taxes- Property	\$
Insurance (other than health)	\$	Taxes- Sales	\$
Interest- business credit cards	\$	Telephone	\$
Interest- business loans/credit lines	\$	Utilities	\$
Interest- Mortgage	\$	Other	\$
Internet Service	\$	Other	\$

Car Expenses- Use a separate form for each vehicle

Make/Model:		Date Car Placed in Service:	
Yes No	Car available for personal use during off-duty hours?		
Yes No	Do you (or your spouse) have any other cars for personal use?		Did you trade in your car this year? Yes No
Yes No	Do you have evidence?	Cost of Trade-In	Trade-In Value
Yes No	Is your evidence written?	\$	\$
Mileage		Actual Expenses	
Beginning of Year Odometer		Gas/Oil	\$
End of Year Odometer		Insurance	\$
Business Mileage		Parking Fees/ Tolls	\$
Commuting Mileage		Registration/ Fees	\$
Other Mileage		Repairs	\$

*You can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.

Equipment Purchases- Enter the following information for depreciable assets purchased that have a useful life greater than one year

Asset	Date Purchased	Cost	Date Placed in Service	New or Used?
		\$		
		\$		
		\$		

Equipment Sold or Disposed of During Year

Asset	Date out of Service	Date Sold	Selling Price/ FMV	Trade-in?
			\$	
			\$	
			\$	

S Corporation Business Credits (if answered Yes for any of the below, please provide a statement with details)

Yes No	Did the Corporation pay expenses to make it accessible by individuals with disabilities?	
Yes No	Did the Corporation pay any FICA on employee wages for tips above minimum wage?	
Yes No	Did the Corporation own any residential rental building providing qualified low-income housing?	
Yes No	Did the Corporation incur any research and experimental expenditures during the tax year?	
Yes No	Did the Corporation have employer pension plan start-up costs?	Total Number of Employees #
Yes No	Did the Corporation pay health insurance premiums for employees?	Total Number of Employees #

All Clients

- Provide the Business Income/ Financial Statements for the year (per books), Balance Sheet, Dividends Paid Out, Estimated Tax Payments (include amounts and date paid), Depreciation Schedule (per books), and Cash Reconciliation of all Business Bank Accounts with Ending Cash Balances.
- If the S Corporation has employees, provide copies of Form W-3, Form 940, Form 941, and any state quarterly tax filing reports.
- If any shareholders live in a different state or outside the United States, provide details. The corporation may be subject to withholding requirements.