

The S Corporation Tax Organizer has been designed to help collect and organize the information that we will need to prepare your business income tax returns in the most efficient and timely manner possible. Because this is the information we will be using to prepare your tax returns and sending to the IRS, please verify it is complete and accurate before submitting.

In addition to completing the organizer, there are additional documents we'll need to complete your taxes. Below is a list of items we will need before we can prepare your taxes.

Once completed, please return via email to your case worker. If you need alternative methods to return the tax organizer you may fax to (213)340-2063 or Mail to 15760 Ventura Blvd STE 1560 Encino, CA 91436.

Completed Organizer (see below)				
<b>Prior Years Tax Returns</b> - If you are a first-time tax client, please provide a copy of the corporation's tax returns for the past 2 years (Federal and State).				
<b>Bookkeeping Records</b> - If you use a bookkeeping system other than Xero, you can provide us with a year-end income statement, balance sheet and statement of cash flows rather than completing the income and expense information below.				
<ul> <li>Employee Information - If you have employees, please include a copy of the following docs:</li> <li>Form W-3 (This form is filed with W-2s to report total annual payroll)</li> <li>Federal Form 940 (FUTA) – For the tax year</li> <li>Federal Form 941 (FICA) quarterly reports for periods ending 3/31, 6/30, 9/30 and 12/31 of tax year State quarterly reports for periods ending 3/31, 6/30, 9/30 and 12/31 of tax year</li> </ul>				
1099-MISC Forms - If you issued forms 1099-MISC we will need copies of these forms.				
<b>Additional Items</b> - Although the organizer is fairly comprehensive, it is certainly possible that there are items pertinent to your taxes that are not addressed. Please include these documents with your organizer.				

Should you have any questions or concerns, please do not hesitate to call 1(855)225-1040

## TAX YEAR

	S Corpora	ation Informa	tion				
S Corporation Name							
S Corporation Address							
City		State	Zip				
County (not country)	Phon	e					
Email Address							
State of Incorporation	Date of I	Incorporation					
Federal EIN	State Ta:	x ID Number (if a	pplicable)				
Have you filed Form 25	53 to make the "S" election?	•* Yes	No				
*Form 2553 is filed separate from you However, we can still file it with your j					ur date of incorp	ooration.	
If Yes, what is the effe	ctive date of the "S" election	1?					
Check all that apply:	Initial Return	Final Return (I	s the business closi	ng?)			
	Name Change	Address Chan	ge				
If necessary, can we discuss y	our tax return with the IRS?	Yes	No				
	Accounting & Pro	duct/Service	Information				
Method of Accounting*	Cash	Accrual					
*Most small businesses follo	w the cash method of accounting	ng. If you are unsi	ure, please select ca	ash.			
Type of Business	Produ	ct or Service Sole	b				
Are total receipts for the year	AND total assets at year en	nd <u>more</u> than \$2	50,000?	Yes	No		
Was the corporation involved	l in rental real estate activity	during the year	?	Yes	No		
Did you make any payments o	during the year that would re	equire you to file	form 1099?	Yes	No		
If yes, did or will you file all	required form(s) 1099?			Yes	No		
Do we currently maintain your bookkeeping using Xero? Yes No							
lf you answered yes, you can ski like to grant us access, please invit				-	ing using Xero	and would	
	Busi	ness Income					
What were the business gross	s receipts or sales for the yea	ar?		\$			
What portion of receipts were	e reported on Form 1099-K?			\$			
What portion of gross sales lis	sted above was refunded or	returned?		\$			
Did the Corporation have any (If the Corporation had investment or ca		-					
(in the corporation had investment of ca					organizer)		
		of Good Sold					
Businesses such as restaurants, ro with manufacturing a product or p	-		st account for CO	GS. COGS incl	udes all costs c	issociated	
Do you manufacture or produce	a product for sale to custom	ers?		Yes	No		
Do you operate a wholesale or retail business where you maintain inventory?					No		
What was the opening cost o	What was the opening cost of inventory on the first day of the year?						
What was the cost of purchases of product for the year?\$							
Cost of labor related to sale o	Cost of labor related to sale or production of goods held for sale? \$						
Materials and supplies used in	n manufacture or sales produ	uction?		\$			
Other costs of goods not lister	d above (list these on separa	te detail worksh	eet)?	\$			
Closing inventory at end of ye	par?			\$			
<u></u>		1					

		_	Shareh	older In	formation	1		
First Name - Last Name								Dates of
(Enter information for all				Share	holder Mailing Address	# of	# of	share
Shareholders who owned		Social Security				shares	shares	owner-
stock at any time during		Nun			Street Address	owned at	owned at	ship
the year					City, State, Zip	start of	end of	change
						year	year	(if any)
						,	,	
How many shareholders w	eret	there on the	e last day o	f the yea	ır?			
Provide the following infor		ion for any	snarenoide	r wno w	as an officer or 2% or i	nore owner	of the	
Corporation during the yea	ar I				Γ		[	
								Loans repaid
			Health ins		Capital contributions	Distributions		
	Wa	ages paid to	premium		made by the	made to the		Corporation
Shareholder/Officer		the	for share		shareholder	shareholder	Corporation	to the
Name	sha	areholder or	during the year		during the year	during the	during the	shareholder
		officer				year	year	during the
								year
	<u> </u>							
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Business Expenses	\$ Business Expenses	\$
Advertising	Professional education & training	
Auto (Complete auto worksheet)	Rent (office, leasehold, storage)	
Banks fees and charges	(1099-MISC to unincorporate payees required)	
Cell phone (100% of cost) \$	Rent or Lease	
(X Business use %) =	(Vehicles, machinery, equipment)	
Commissions and fees	Repairs and Maintenance	
Computers, equipment, furnitures	Software (Enter on Depreciation	
(Complete the Asset Depreciation	Worksheet on page 4)	
Worksheet shown on page 4)	Supplies and small tools	
Contract Labor	(Do not include equipment purchases - see	
(You must issue a 1099 Misc to any	Depreciation Worksheet on page 4)	
unincorporated entity to whom you paid	Taxes - Local & business licenses	
\$600 or more for the year)	Taxes - Payroll	
Dues and Subscriptions	Taxes - Other (business - not personal)	
Employee benefit programs	Annual corporation fees	
Health insurance (employee)	Telephone expense (Do not include	
Health insurance (self/family)	cost of main home phone line)	
Insurance (other than health)	Travel	
Internet service		
Interest - Mortgage (business - not home)	Utilities (Do not include home office)	
Interest - Business credit cards	Wages (W-2 issueed to employees)	
Interest - Business loans/credit line	Provide copies of W-3, Annual 940 &	
Laundry/cleaning/janitorial	Quarterly 941 reports filed).	
Legal and professional services	Other Expenses	
Local (in-town) meals		
Entertainment		
Merchant credit card fees		
Office expense		
(Do not include equipment purchases - see		
Depreciation Worksheet on page)		
Parking & tolls		
Postage & shipping		

Corporation Balance Sheet	
If the Corporation gross receipts and/or assets at the	e end of the year were greater than \$250,000 the following information
must be provided to the IRS. Even if the Corporation	n is not required to provide this information, we request you provide it,
if possible	
Assets at Year End	Debts & Equity at Year End
Bank account(s) end of year balance	Accounts Payable
Accounts Receivable	Payables Less than 1 Year
Inventories	Mortgages/Notes Payable - 1 Year or More
Mortgages/Notes Receivable	Capital Stock
Loans to Shareholders	Loans From Shareholders
Other Current Assets (describe)	Retained Earnings
Notes For Balance Sheet	

	Asset Depreciation Worksheet						
<ul> <li>You must report the purchases and disposition of all assets you used in your business during the year</li> </ul>							
<ul> <li>For each asset bought or sold, provide the following information:</li> </ul>							
Assets Purchased During			Assets Sold or Disposed of During the Year				
					Disposition		
Description	Date Bought	Cost	Used/New?	Description	Date	Sales Price	

<b>Business Use of Automobile Reportin</b>	ng Requirements					
The IRS closely scrutinizes business-	use of automobiles. Documentation must be kept to prove bu	usiness us	se			
of Corporation-owned or shareholder-owned vehicles.						
• If a shareholder or an employee u	used his or her automobile for active conduct of Corporation					
business:						
	eimbursement for actual operational expenses of the vehicle	or it				
can reimburse using an allowa	-					
_	nust be maintained and submitted to the Corporation.					
•	yee for whom the Corporation paid auto-expenses					
	ar, the Corporation should maintain a written record of the					
expenses incurred and the rein	•					
	l operational expenses incurred for vehicles that are owned b	y the				
Corporation.	rm of a mileage log or a written calendar must be maintained	unloss it				
can be shown the vehicle was	rm of a mileage log or a written calendar must be maintained	uniess it				
	cle for employee use, complete Section B below.					
	a 5% or more owner of the business, additional information n	nust he				
reported to the IRS. Complete Se		lust be				
	Vehicle 1 - Section A					
Provide the following information for each vehicle used by a 5% or more owner of the business						
Purchase Price of vehicle						
Description (Model and Year) Date vehicle was first used in your business						
For this tax year only, enter the number of miles your vehicle was used for:						
Business Miles (not including commuting)						
	Commuting Miles					
All other personal-use miles						
Interest paid on auto loan used to purchase this vehicle						
Was the vehicle available for persona	l use? Yes No					
Was the vehicle used primarily by a 5	% or more owner of the Corporation? Yes No					
Is another personal-use auto available	e? Yes No					
Do you have evidence to support this	Do you have evidence to support this deduction? Yes No If "Yes", is the evidence written? Yes No					
	Vehicle 1 - Section B					
<b>Additional Questions for Corporation</b>	Providing Vehicles for Use by Employees					
Does the Corporation maintain a writ	ten policy prohibiting all personal use of company vehicles?					
		Yes	No			
Does the Corporation maintain a written policy prohibiting all use except commuting? Yes No						
Does the Corporation treat all use of vehicles by employee as personal use? Yes No			No			
Does the Corporation provide more than five vehicles to employees and keep records? Yes No						
Vehicle 1 Expenses						
Mileage reimbursement amount paid	to shareholders and employees for the year \$					
(Provide these expenses if the corpo	ration is NOT claiming the standard mileage rate)					
Garage Rent	Repairs					

Garage Rent	Repairs
Gas	Tires
Insurance	Tolls
Licenses	Registration Fees
Oil	Other Expenses (list):
Parking Fees	
Lease Payments	

	Vehicle 2	- Section A		
Provide the following information fo	r each vehicle used by a	5% or more owner of the business	i	
Purchase Price of vehicle				
Description (Model and Year)		Date vehicle was first used in your	business	
For this tax year only, enter the numb	per of miles your vehicle	was used for:		
	Business M	iles (not including commuting)		
	Commuting	Miles		
	All other pe	rsonal-use miles		
Interest paid on auto loan used to pu	rchase this vehicle			
Was the vehicle available for persona	luse? Yes No			
Was the vehicle used primarily by a 5	% or more owner of the	Corporation? Yes No		
Is another personal-use auto available	e? Yes No			
Do you have evidence to support this	deduction? Yes No	If "Yes", is the evidence written	? Yes No	
	Vehicle 2	- Section B		
Additional Questions for Corporation	Providing Vehicles for	Use by Employees		
Does the Corporation maintain a writ			Yes No	
Does the Corporation maintain a writ			Yes No	
Does the Corporation treat all use of			Yes No	
Does the Corporation provide more t	han five vehicles to empl	oyees and keep records?	Yes No	
Vehicle 2 Expenses				
Mileage reimbursement amount paid	to shareholders and em	ployees for the year \$		
(Provide these expenses if the corpo	ration is NOT claiming th	ne standard mileage rate)		
Garage Rent		Repairs		
Gas		Tires		
Insurance		Tolls		
Licenses		Registration Fees		
Oil		Other Expenses (list):		
Parking Fees				
Lease Payments				
Business Use of Home				
Did you use a portion of your home for	or regular and exclusive <b>b</b>	ousiness use? Yes No		
If yes, please provide the following in	formation:			
Total purchase price of home				
Cost of major improvements to home	since you purchased it.			
Value of the land your home is built o				
Area of home used regularly and excl	usively for business		Square Feet	
otal area of home Square Feet				
Did you claim office-in-home expense				
Deductible mortgage interest paid (for entire home)				
Real estate taxes paid (for entire home)				
nsurance paid (for entire home)				
Rent paid (for entire home)				
Repairs and maintenance (for entire l	· · · · · · · · · · · · · · · · · · ·			
Repairs and maintenance allocable di	rectly to business-use ar	ea of home only		
Utilities				
Other expense: Describe				
Date you first used your home for bu		Month Year		
Did you live in the home all year? Yes				
If no, enter the date you lived in the h	nome	to		

Notes/0	Comments
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