

CORPORATION TAX ORGANIZER (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?
If yes, did the corporation issue 1099s? | _____ | _____ |
| 8. Copies of Forms 1096 or 1099, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 <u>filed by the corporation.</u> | _____ | _____ |
| 9. Copies of Forms 1099, 1099B, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 <u>received by the corporation.</u> | _____ | _____ |
| 10. 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. | _____ | _____ |
| 11. Schedule of all interest and dividend income not included on Forms 1099. | _____ | _____ |
| 12. 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. | _____ | _____ |
| 13. Copy of the inventory uniform capitalization computation. | _____ | _____ |
| 14. Schedule of charitable contributions (cash and non cash). | _____ | _____ |
| 15. Detail of any lobbying expenses. | _____ | _____ |
| 16. List of potential non-deductible expenses, such as penalties and life insurance premiums. Provide copies of notices to employees of life insurance policies, if required. | _____ | _____ |
| 17. Schedule of any club dues paid. | _____ | _____ |
| 18. Vehicle and mileage data for company-owned passenger vehicles. | _____ | _____ |
| 19. Information to compute the domestic production activities deduction. | _____ | _____ |

CORPORATION TAX ORGANIZER (1120)
(SHORT VERSION)

	DONE	N/A
20. List of all entries in miscellaneous income/expense accounts.	_____	_____
21. Detail of meal and entertainment expenses.	_____	_____
22. List each type of trade, business, or rental activity and date started or acquired.	_____	_____
23. List of activities conducted in other states, including gross receipts, inventory, real and personal property, payroll, and rents by state.	_____	_____
24. Can the Internal Revenue Service and state tax authority(ies) discuss questions about this return with the preparer?	_____	_____
25. Does the Corporation have any foreign bank or financial accounts? If yes, provide details including the highest balance in each account during the year.	_____	_____