

# S Corporation—Short Form Tax Organizer

Name:  
Address:  
  
Email Address:  
Client Contact:

Year:  
Federal EIN:  
  
Type of Entity:  
Phone Number:

**NEW CLIENTS**

Provide the following information:

- |   | <b><u>Done</u></b> | <b><u>N/A</u></b> |
|---|--------------------|-------------------|
| 1) Federal, state, and local tax returns for prior three years, including amended returns.  | _____              | _____             |
| 2) Articles of incorporation, bylaws, partnership or operating agreement, certificate of limited partnership, or articles of organization, including any amendments.      | _____              | _____             |
| 3) Tax provision from prior year with supporting documentation.   | _____              | _____             |
| 4) Schedules for carryovers of losses, deductions, or credits.  | _____              | _____             |
| 5) For S corporations: Election (Form 2553), QSub election (Form 8869), built-in gains tax information, and accumulated earnings and profits.                             | _____              | _____             |
| 6) For partnerships: Partners' inside and outside basis, details of any Section 754 election in effect, and book-tax differences for property contributed in prior years. | _____              | _____             |

**GENERAL INFORMATION**

Former and current information if there has been a change to the entity's name, address, type of entity, or contact information.

Explain any significant changes in the entity's business or operations.

Schedule of beginning of year (BOY) and end of year (EOY) ownership:

Name and Address	EIN/SSN	Individual/Type Entity	Foreign or Domestic	BOY Ownership %	EOY Ownership %

For each change in ownership, provide date of transfer, parties involved, and interest acquired or sold (common or preferred stock, voting or nonvoting stock, general or limited partnership interest, etc.).

Schedule of entities owned using the following format:

Name and Address	EIN	Type of Entity	Foreign or Domestic	Ownership %

Please provide the following information:

- |  | <b><u>Done</u></b> | <b><u>N/A</u></b> |
|--|--------------------|-------------------|
| 1) Amendments (written or describe if oral) to articles of incorporation, bylaws, partnership or operating agreement, certificate of limited partnership, or articles of organization. | _____              | _____             |
| 2) Copy of notices from federal, state, or local taxing authorities with any changes noted.  | _____              | _____             |
| 3) Copy of federal and state payroll tax reports.  | _____              | _____             |

Done      N/A

4) Copy of Form 3115 if there has been a change in accounting method.

\_\_\_\_\_

5) Copy of Form 1128 if there has been a change in tax year.

\_\_\_\_\_

6) Copy of Form 970 if the LIFO method was adopted or terminated.

\_\_\_\_\_

7) Copy of Form 8832 if a check-the-box election was filed.

\_\_\_\_\_

**FINANCIAL INFORMATION**

Please provide the following information:

Done      N/A

1) General ledger.

\_\_\_\_\_

2) Detailed trial balance with account numbers.

\_\_\_\_\_

3) Balance sheet and income statement.

\_\_\_\_\_

4) Audited financial statements, if available.

\_\_\_\_\_

5) Support for tax credits to be claimed.

\_\_\_\_\_

6) Schedule of federal estimated taxes paid.

\_\_\_\_\_

**INCOME AND DEDUCTIONS**

Please provide the following for the tax year.

Done      N/A

1) Form W-2s or 1099s filed.

\_\_\_\_\_

2) Form 1099s or Schedule K-1s received.

\_\_\_\_\_

3) Schedule of LIFO and/or UNICAP calculations.

\_\_\_\_\_

4) Depreciation schedules for book, tax, AMT, and ACE purposes, including a rollforward of additions and disposals and a calculation of current-year expense.

\_\_\_\_\_

5) For property acquired: description of property, date of acquisition, purchase price, and trade-in allowances.

\_\_\_\_\_

6) For property disposed of: description of property; calculation of book, tax, AMT, and ACE gain (loss); date of acquisition and disposition; cost and sales proceeds; accumulated depreciation; and trade-in allowance.

\_\_\_\_\_

7) For domestic production activities deduction: domestic production gross receipts, qualified production activities income, and qualified W-2 wages, including K-1 amounts.

\_\_\_\_\_

8) Foreign income, expenses, and foreign taxes paid.

\_\_\_\_\_

9) Fringe benefits provided or paid to partners or more than 2% S corporation shareholders, including amounts treated as guaranteed payments or wages.

\_\_\_\_\_

10) Charitable contributions using the following format:

\_\_\_\_\_

<b>Donee</b>	<b>Cash</b>	<b>Description and FMV of Property</b>	<b>Appraisal Attached?</b>	<b>Substantiation Attached?</b>

Done      N/A

11) Vehicles using the following format:

Vehicle	Individual Using Vehicle	Date Placed in Service	Business Miles	Commuting Miles	Other Personal Miles

**ASSETS, LIABILITIES, AND CAPITAL**

Was there a change in the method of determining quantities, cost, or valuations between opening and closing inventory? If so, provide details. \_\_\_\_\_

Was there a write-down of "subnormal" goods? If so, provide details. \_\_\_\_\_

Were there any changes to debt in the current year? If so, indicate the amount of new debt acquired, amount of debt paid off, or changes in debt terms. \_\_\_\_\_

Please provide the following information:

Done      N/A

- 1) Detail of prepaid expenses and accrued expenses, include date of payment for accrued expenses paid after year-end. \_\_\_\_\_
- 2) Detail of loans to/from owners and/or related parties. \_\_\_\_\_
- 3) Details of cash/property distributions to shareholders. \_\_\_\_\_
- 4) Detail of any other related-party transactions. \_\_\_\_\_
- 5) Detail of any large or unusual transactions. \_\_\_\_\_
- 6) Detail of foreign bank accounts, trusts, and transactions. \_\_\_\_\_