

# TAX ORGANIZER – BUSINESS ENTITIES

## YOUR TAX APPOINTMENT

Please complete and sign this organizer prior to your appointment.

- Please call to schedule your appointment. Try to call early before the calendar is booked up.
- Please mail the completed organizer along with the requested information to this office prior to your appointment.
- Please mail the completed organizer along with the requested information to this office so the return can be prepared by correspondence.
- Your tax appointment is scheduled for:

Day: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Please notify this office promptly if you are unable to keep this appointment.

## Referrals are Always Appreciated.

If you know someone who would like a tax appointment, please have them call this office.

Do not be concerned that your business, personal or financial matters will be discussed with clients whom you refer.

All client information is treated in the utmost confidence.

## A1 - ENTITY INFORMATION

Returning entities enter name of business and skip entries except for changes.

2016 Calendar Year or Fiscal Year Beginning:

Name of Business			Employer ID Number (EIN)	
Address				
Contact Individual			Phone	
E-mail				
Check One:	<input type="radio"/> Corporation	<input type="radio"/> S-Corporation	<input type="radio"/> General Partnership	<input type="radio"/> Limited Partnership
	<input type="radio"/> Limited Liability Company	<input type="radio"/> Limited Liability Partnership	<input type="radio"/> Estate	<input type="radio"/> Trust
Principal Business Activity			Date Business Started	
Principal Product or Service			Business Code	
Method of Accounting (Check One)	<input type="radio"/> Cash	<input type="radio"/> Accrual	<input type="radio"/> Other (Describe):	

## A2 - CORPORATION INFORMATION – Complete only if entity is a Corporation

Returning entities can skip this section except for changes.

State of Incorporation		State ID Number		Date of Incorporation or LLC Registration	/ /
If S-Corporation, Effective Date of Election					/ /

## A3 - PRINCIPAL SHAREHOLDERS OR PARTNERS OR LLC MEMBERS

Returning entities can skip this section except for changes.

Name	Tax ID Number	Address	Ownership %

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## A4 - ADDITIONAL INFORMATION & DOCUMENTS REQUIRED

Note: If percentage of ownership changed within the tax year, provide details of the change on a separate sheet.

- If you are a new client, please provide a complete copy of your prior year tax return (including the state return if applicable).
- If this is the first year of the entity's existence, please provide a copy of the state incorporation papers, partnership agreement or LLC agreement and state registration.
- If this entity is an S-Corporation, please provide a copy of IRS Form 2553 – Election by Small Business Corporation that was filed with the IRS and a copy of the IRS acceptance letter allowing S-Corporation status.
- Please provide the income statement for the year (per the books), including the balance sheet, depreciation schedule and cash reconciliation of the business checking accounts with the ending balance for the year.
- If the business has employees, please provide copies of payroll returns and copies of all W-2s.
- If the business employed independent contractors or made payments to unincorporated service suppliers, please provide copies of all 1099-MISCs issued. If not yet prepared, provide names, addresses, SSNs and amounts paid so this office can prepare them for you.
- If there were withdrawals of capital by the owners during the year, please provide the details. Note: if this entity made distributions and is a C-Corporation, Forms 1099-DIV may be required.
- If an S-Corporation, please provide copies of S Corporation basis schedules and shareholder's Basis Schedules.
- If any of the partners or shareholders are residents of a different state or reside outside the U.S., please provide details. Note: the business may be subject to withholding requirements or be required to file multiple state returns if the business was conducted in more than one state.
- If conducting business in multiple states, please provide a list of states.

## A5 - QUESTIONS RELATED TO ALL ENTITIES

Please Answer ALL Questions.

• Do you have a written accounting procedure of how expenses are to be treated for non-tax purposes? If yes, please provide a copy?	<input type="radio"/> Yes	<input type="radio"/> No
• At any time during the year, did this business have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank, securities or other financial account)?	<input type="radio"/> Yes	<input type="radio"/> No
• During the year, did this business have any debt that was cancelled, was forgiven, or had the terms modified so as to reduce the principal amount of the loan?	<input type="radio"/> Yes	<input type="radio"/> No
• Did the entity have foreign bank account (over \$10,000 at any time during the year)?	<input type="radio"/> Yes	<input type="radio"/> No
• Was there any change in determining quantities, cost or valuations between opening and ending inventory?	<input type="radio"/> Yes	<input type="radio"/> No
• Has the business previously filed the Foreign Bank Account Report (FBAR)?	<input type="radio"/> Yes	<input type="radio"/> No
• Was there any write-down of subnormal goods as described in Regulations Sec 1.471-2(c)?	<input type="radio"/> Yes	<input type="radio"/> No
• Do the IRC Sec 263A uniform capitalization rules apply to this business?	<input type="radio"/> Yes	<input type="radio"/> No
• Does this business have any foreign partners or shareholders?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this business pay any taxes to a foreign government during the tax year?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this business purchase any nonconventional source fuel during the tax year?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this business pay any expenses during the tax year to make the business accessible or usable by individuals with disabilities?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this employer pay any FICA on employee wages for tips above \$5.15 per hour?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this business incur any research and experimental expenditures during the tax year?	<input type="radio"/> Yes	<input type="radio"/> No
• Does this business own any residential rental buildings providing qualified low-income housing?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this company employ 25 or fewer equivalent full-time employees with average annual wages of \$51,800 or less for whom the company paid at least 50% of the cost of their medical insurance that was acquired through a Small Business Health Options Program (SHOP) Marketplace?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this business incur start-up expenses for a small employer pension plan this year?	<input type="radio"/> Yes	<input type="radio"/> No
• Does this business provide child care facilities or services to its employees?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this business purchase a qualified fuel cell or plug-in electric vehicle during the year?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this business employ 50 or more equivalent full time employees at any time during 2015?	<input type="radio"/> Yes	<input type="radio"/> No
• List any other business credit this business may qualify for:		
• Has this business filed, or is it required to file, Form 8918, a Material Advisor Disclosure Statement ?	<input type="radio"/> Yes	<input type="radio"/> No

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## A6 - QUESTIONS RELATED TO PARTNERSHIPS OR PARTNERSHIPS FILING AS AN LLC.

Complete only if entity is a Partnership.

• At any time during the year, was any partner in this partnership a disregarded entity, a partnership, a trust, an S corporation, an estate or a nominee or similar person?	<input type="radio"/> Yes	<input type="radio"/> No
• At the end of the year, did any foreign or domestic corporation, partnership or entity treated as a partnership, trust, individual or estate own directly or indirectly 50% or more of the profit, loss or capital of the partnership?	<input type="radio"/> Yes	<input type="radio"/> No
• At year-end, did this partnership own directly 20% or more, or own directly or indirectly, 50% or more of the total voting power of all classes of stock entitled to vote of any foreign or domestic corporation?	<input type="radio"/> Yes	<input type="radio"/> No
• Was there a distribution of property or a transfer of partnership interest by sale or death during the tax year?	<input type="radio"/> Yes	<input type="radio"/> No
• Is this partnership a publicly-traded partnership as defined in Section 469(k)(2)?	<input type="radio"/> Yes	<input type="radio"/> No
Name of Tax Matters Partner:		
Tax ID Number:		
Address of Tax Matters Partner:		

## A7 - QUESTIONS RELATED TO CORPORATIONS

Complete only if entity is a Corporation.

• Is this corporation a member of a controlled group of corporations? If yes, provide details.	<input type="radio"/> Yes	<input type="radio"/> No
• Is this corporation a personal holding company?	<input type="radio"/> Yes	<input type="radio"/> No
• Is this corporation a qualified personal service corporation?	<input type="radio"/> Yes	<input type="radio"/> No
• Is this corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? If yes, provide details of all other related corporations.	<input type="radio"/> Yes	<input type="radio"/> No
• At the end of the year did any foreign or domestic corporation, partnership, trust, estate, tax-exempt organization or individual own directly 20% or more, or own, directly or indirectly, 50% or more of the total voting power of all classes of stock entitled to vote?	<input type="radio"/> Yes	<input type="radio"/> No
• At the end of the year, did this corporation own directly 20% or more, or own directly or indirectly 50% or more of the total voting power of all classes of stock entitled to vote of any foreign or domestic corporation?	<input type="radio"/> Yes	<input type="radio"/> No
• If this corporation is an S-Corporation, are officers/stockholders paid a salary?	<input type="radio"/> Yes	<input type="radio"/> No
• At any time during the tax year, did one foreign person own, directly or indirectly, at least 25% of (a) the total voting power of all classes of the corporation's stock entitled to vote or (b) the total value of all classes of the corporation's stock?	<input type="radio"/> Yes	<input type="radio"/> No
• Has this corporation made any estimated tax payments for the current tax year?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this corporation receive any dividends from another corporation?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this corporation pay any compensation to any of its officers and have total receipts of \$500,000 or more? If yes, provide name, Social Security number, percent of time devoted to business, percent of corporation common stock and preferred stock owned, and amount of compensation paid to the corporate officer.	<input type="radio"/> Yes	<input type="radio"/> No
• During this tax year, did the corporation pay dividends (other than stock dividends and distributions in exchange for stock) in excess of the corporation's current and accumulated earnings and profits?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this corporation issue publicly-offered debt instruments with original issue discount?	<input type="radio"/> Yes	<input type="radio"/> No
• Did this corporation earn any tax-exempt interest during the tax year?	<input type="radio"/> Yes	<input type="radio"/> No
• If this is an S corporation, does it have any built-in gains or earnings and profits from when it was a C corporation, or any assets acquired from a C corporation with a basis determined by reference to its basis in the hands of a C corporation?	<input type="radio"/> Yes	<input type="radio"/> No
• Was the number of shareholders at the end of the year fewer than 100? (if so, a list of shareholders is required)	<input type="radio"/> Yes	<input type="radio"/> No

# MANUAL PROFIT & LOSS

This section is **ONLY** for those businesses that do not maintain an automated bookkeeping system that provides a profit and loss statement, balance sheet and bank cash reconciliation of the business checking accounts with the ending balance for the year.



## A8 - BUSINESS ASSET PURCHASES & IMPROVEMENTS

Date Purchased	Description	Cost	Date Purchased	Description	Cost
/ /			/ /		
/ /			/ /		

## A9 - BUSINESS ASSET SALES & DISPOSITIONS

Date of Disposition	Description	Sales Price	Date of Disposition	Description	Sales Price
/ /			/ /		
/ /			/ /		

## A10 - INCOME

Gross Receipts or Sales	
Returns and Allowances	
Cost of Goods Sold (from A11)	
Gross Profit	
Other Income	

## A11 - COST OF GOODS SOLD

Inventory at Beginning of Year	
Purchases	
Cost of Labor	
Other Costs	
Inventory at the End of the Year	

## A12 - BANK RECONCILIATION

Balance at the beginning of the tax year		Balance at the end of the tax year	
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## A13 - EXPENSES



marker indicates payments that may require the issuance of a 1099 if the annual amount you paid to an individual is \$600 or more. Failure to issue 1099s could lead to the loss of the deduction for that expense and/or monetary penalties.

Business Expense	Amount	Business Expense	Amount
Advertising		Legal & Professional	
Automobile Expenses (list details separately)		Licenses (list multi-year licenses & permits under "other")	
Bad Debts		Office Expense	
Commissions and Fees		Pension Plan Fees	
Contract Labor		Rent – Equipment	
Dues & Publications		Rent – Other	
Employee Benefit Plans		Repairs	
Employee Health Care Plans		Supplies	
Entertainment & Business Meals (100%)		Taxes – Payroll (Do not include amounts withheld from employees)	
Equipment – \$200 or less per item		Taxes – Sales	
Equipment – more than \$200 per item (Enter these expenses in Section A8)		Taxes – Property	
Freight		Telephone	
Gifts (Limited to \$25 per person)		Utilities	
Insurance (Provide details of type and amount)		Wages (W-2) (Generally the amount from line 1 of the form W3)	
Interest - Mortgage		Other Expenses	
Interest - Other		Other:	
Internet Service		Other:	
Lease Improvements (Enter these expenses in Section A8)		Other:	