

C CORPORATION TAX ORGANIZER

Corporation Name _____	Tax Period _____
Address _____	Federal ID# _____
_____	State ID# _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement. 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.	_____	_____
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.	_____	_____
7. Copies of Forms 1096/1099, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 that have been <u>filed</u> .	_____	_____
8. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 that have been <u>received</u> .	_____	_____
9. 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.	_____	_____
10. Schedule of all interest and dividend income not on Forms 1099.	_____	_____
11. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Form HUD-1 for real estate sales/purchases.	_____	_____
12. Copy of the inventory uniform capitalization computation.	_____	_____
13. Schedule of contributions.	_____	_____
14. Detail of any lobbying expenses.	_____	_____
15. List of potential non-deductible expenses, such as penalties and life insurance premiums.	_____	_____
16. Schedule of any club dues paid.	_____	_____
17. Vehicle and mileage data for company-owned passenger vehicles.	_____	_____
18. Information to compute the domestic production activities deduction.	_____	_____
19. List of all entries in miscellaneous income/expense accounts.	_____	_____
20. Detail of meal and entertainment expenses.	_____	_____
21. List of activities conducted in other states, including gross receipts by state.	_____	_____

Can the Internal Revenue Service discuss questions about this return with the preparer? Yes ___ No ___