

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

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 shareholder TIN, compensation, percentage of ownership, time devoted to business, date ownership acquired and detail of distributions received.                            | _____       | _____      |
| 4. Schedule of all fringe benefits paid on behalf of more than 2% shareholders and indicate which benefits have been included in their Forms W-2.                                      | _____       | _____      |
| 5. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.  | _____       | _____      |
| 6. Copies of all deferred compensation plans and agreements.   | _____       | _____      |
| 7. Copies of all federal and state payroll reports.  | _____       | _____      |
| 8. Copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 that have been <u>filed</u> .   | _____       | _____      |
| 9. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 that have been <u>received</u> .   | _____       | _____      |
| 10. Schedule of built-in gains.  | _____       | _____      |
| 11. 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.             | _____       | _____      |
| 12. Schedule of all interest and dividend income, not included on Forms 1099.  | _____       | _____      |
| 13. 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. | _____       | _____      |
| 14. Copy of the inventory uniform capitalization computation.  | _____       | _____      |
| 15. Schedule of contributions.   | _____       | _____      |
| 16. Detail of any lobbying expenses.   | _____       | _____      |
| 17. Schedule of any club dues paid.  | _____       | _____      |
| 18. List of potential non-deductible expenses such as penalties and life insurance premiums.   | _____       | _____      |
| 19. Vehicle and mileage data for company-owned passenger vehicles.   | _____       | _____      |
| 20. Information to compute the domestic production activities.   | _____       | _____      |
| 21. List of all entries in miscellaneous income/expense accounts.  | _____       | _____      |
| 22. Detail of meal and entertainment expenses.   | _____       | _____      |
| 23. List of each type of trade or business activity or rental activity, indicating the date started or acquired.   | _____       | _____      |
| 24. 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 \_\_\_