

**Business Tax Organizer (other than self-employed)**  
 (for self-employed businesses use the Individual Tax Organizer)

Business Name: \_\_\_\_\_

Managing Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

\_\_\_\_\_ State ID#: \_\_\_\_\_

\_\_\_\_\_ Payroll ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ eMail \_\_\_\_\_

Please provide the following statements and information for the tax year 20\_\_\_\_\_:

1. Balance Sheet as of the last day of the taxable year.
2. Income Statement for the year ending on the last day of the taxable year.
3. General Ledger for the year ending on the last day of the taxable year.
4. Depreciaton Schedules.
5. A copy of the Loan Agreements for any loans received or paid during the taxable year.

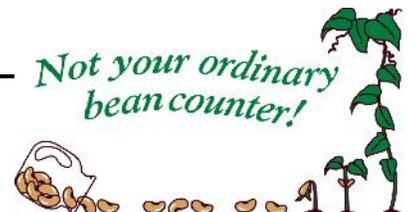
- |  |       |       |
|--|-------|-------|
|  | DONE  | N/A   |
| 1. Balance Sheet, Profit & Loss and General Ledger for year end.                             | _____ | _____ |
| 2. Copies of correspondence with tax authorities regarding changes to prior year(s) returns. | _____ | _____ |
| 3. Details of changes in stock ownership.  | _____ | _____ |
| 4. For each shareholder:   |       |       |

Name	ID Number	% Ownership	Date ownership acquired	Time devoted to business	Compensation

- |   |       |       |
|---|-------|-------|
| 5. For each shareholder, detail of distributions received.  | _____ | _____ |
| 6. 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. | _____ | _____ |

---

**12508 NE Halsey St. N Portland, OR 97230**  
 503-252-3988 \* Fax 255-2247 \* [tax@nyobc.com](mailto:tax@nyobc.com)



**Business Tax Organizer**  
**(other than self-employed)**

	DONE	N/A
7. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.	_____	_____
8. Copies of all deferred compensation plans and agreements (if any).	_____	_____
9. Copies of all W-2s and all federal and state quarterly and annual payroll reports.	_____	_____
10. Copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 that you have been filed (or been filed for you).	_____	_____
11. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 that you have received.	_____	_____
12. Schedule of built-in gains (applicable only if you converted from C to S Corp).	_____	_____
13. 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.	_____	_____
14. Schedule of all interest and dividends you received, not included on Forms 1099.	_____	_____
15. 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.	_____	_____
16. Copy of the inventory uniform capitalization computation.	_____	_____
17. Schedule of shareholder contributions to the corporation.	_____	_____
18. Detail of any lobbying expenses.	_____	_____
19. Schedule of any membership dues paid.	_____	_____
20. List of potential non-deductible expenses such as penalties and life insurance premiums.	_____	_____
21. Vehicle and mileage data for company-owned passenger vehicles.	_____	_____
22. List of all entries in miscellaneous income/expense accounts.	_____	_____
23. Meal and entertainment expenses separately totaled.	_____	_____
24. List of each type of trade or business activity or rental activity, indicating the date started or acquired.	_____	_____
25. List of activities conducted in other states, by state, including (1) gross receipts, (2) payroll and (3) total fixed assets located in other states	_____	_____
26. Can the Internal Revenue Service discuss questions about this return with the preparer? ____Yes ____No		