



Shareholder Information					
First Name—Last Name <i>(Enter information for all shareholders who owned shares at any time during the year)</i>	Social Security Number	Shareholder Mailing Address Street Address City, State, Zip	% of shares owned at start of year	% of shares owned at end of year	Dates of share ownership change (if any)
How many shareholders were there on the last day of the year? <input type="text"/>					

Provide the following information for any shareholder who was an officer or 2% or more owner of the Corporation during the year.

Shareholder/officer name	Wages paid to the shareholder or officer	Health insurance premiums paid for shareholder during the year	Capital contributions made by the shareholder during the year	Distributions made to the shareholder during the year	Shareholder loans to the Corporation during the year	Loans repaid by the Corporation to the shareholder during the year

Business income from other states			
Did the Corporation conduct business in more than one state? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please apportion income by state.			
State name _____	Income apportionment \$ _____	Payroll apportionment \$ _____	
State name _____	Income apportionment \$ _____	Payroll apportionment \$ _____	
State name _____	Income apportionment \$ _____	Payroll apportionment \$ _____	
State name _____	Income apportionment \$ _____	Payroll apportionment \$ _____	

Income	
What were the business gross receipts or sales for the year?	\$ _____
What portion of receipts were reported on Form 1099-K?	\$ _____
What portion of gross sales listed above was refunded or returned?	\$ _____
What were the gross receipts from rental property owned by the Corporation <i>(Do not include rental income in gross receipts for the business activity)</i>	\$ _____
Did the Corporation have any other income from this business activity not included in gross receipts above? <i>(If the Corporation had investment or capital gain income for the year, complete the Interest/Dividend and/or Capital Gains Worksheets in this Organizer)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe any other income of the Corporation not included elsewhere in this Organizer.	

Cost of Goods Sold (COGS)	
Businesses such as restaurants, retail sellers and manufacturers generally must account for COGS. COGS include all costs associated with manufacturing a product or purchasing a product for resale.	
Do you manufacture or produce a product for sale to customers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you operate a wholesale or retail business where you maintain an inventory of goods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What was the opening cost of inventory on the first day of the year?	\$ _____
What was the cost of purchases of product (less cost of items withdrawn for personal use)?	\$ _____
Cost of labor related to sale or production of goods held for sale	\$ _____
Materials and supplies used in manufacture or sales production	\$ _____
Other costs of goods not listed above <i>(list these on separate detail worksheet)</i>	\$ _____
Closing inventory at end of year	\$ _____

Business Expenses		Business Expenses	
<b>Advertising</b>	\$ _____	<b>Professional education &amp; training</b>	\$ _____
<b>Auto</b> <i>(Complete <a href="#">auto worksheet</a>)</i>	\$ _____	<b>Rent</b> <i>(office, leasehold, storage)</i> <i>(1099-MISC to unincorporated payees required)</i>	\$ _____
<b>Bank fees and charges</b>	\$ _____	<b>Rent or lease</b> <i>(vehicles, machinery, and equipment)</i>	\$ _____
<b>Cell phone</b> <i>(100% of cost)</i> \$ _____ (x Business use _____ %) =	\$ _____	<b>Repairs and maintenance</b>	\$ _____
<b>Commissions and fees</b>	\$ _____	<b>Software</b> <i>(Enter on depreciation worksheet)</i>	\$ _____
<b>Computers, equipment, furniture</b> <i>(Complete the Asset Depreciation Worksheet)</i>	\$ _____	<b>Supplies and small tools</b> <i>(Do not include equipment purchases – use Asset Depreciation Worksheet below)</i>	\$ _____
<b>Contract labor</b> <i>(You must issue a 1099 Misc. to any unincorporated entity to whom you paid \$600 or more for the year)</i>	\$ _____	<b>Taxes - Local &amp; business licenses</b>	\$ _____
		<b>Taxes - Payroll (941, 940 &amp; State)</b>	\$ _____



**Travel Expense Worksheet**

- Meal Per Diem (Important facts)**
- For each day a 2% shareholder of the company traveled away from home for business outside the metro area, the Corporation may claim the actual cost of shareholder lodging and meals. For meals only, the Corporation may reimburse the shareholder a daily per diem amount instead of actual costs.
  - For each day a non-shareholder employee of the company traveled away from home for business outside the metro area, the Corporation may choose between claiming the actual cost of employee meals and lodging; or it can reimburse the employee a daily per diem amount for meals and lodging.
  - The daily per diem amount varies depending on the city and country the employee traveled to. To calculate the per diem amount the Corporation is entitled to reimburse, provide a detailing of each city the employee travelled to for business during the year and the number of days in each city.
  - The Corporation can alternate between actual expenses and the per diem method for each business trip; however, it may not use both per diem and actual for the same business trip.
  - The Corporation may reimburse a partial per diem if an employee or shareholder traveled outside metro area for less than a full day.

City visited (for per diem)	# of days in city	City visited (for per diem)	# of days in city

Travel Expenses		Travel Expenses	
Airfare	\$	Lodging	\$
Bus, train, taxi	\$	Parking & tolls	\$
Entertainment	\$	Other travel (describe below)	\$
Meals - actual receipts <i>(Do not include cost of meals where you are claiming the daily per diem rate)</i>	\$		\$
			\$
			\$

Information relating to deductions and credits the Corporation may qualify for. Answer "Yes" or "No" and provide information as applicable.	Yes	No	Details
Did the Corporation purchase a plug-in electric vehicle this year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation pay wages to any employees who were members of a targeted group?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation initiate a new 401K plan during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation pay for disabled access equipment or improvements during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation provide for or reimburse employees for childcare expenses during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation make energy-efficiency improvements?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation manufacture or build a product inside the United States? If so, the following additional information will be needed to complete the Corporation's return: <ul style="list-style-type: none"> <li>• Gross receipts from sales of domestically produced product</li> <li>• Cost of domestically produced goods</li> <li>• Expenses, deductions or losses directly allocable to the domestic product</li> <li>• Expenses, deductions or losses indirectly allocable to the domestic product.</li> <li>• Wages paid for the year.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

**Business Use of Automobile**

Documentation must be kept proving business use of Corporation-owned or shareholder-owned vehicles.

- If a shareholder or an employee used his or her automobile for active conduct of Corporation business:
  - The Corporation can provide reimbursement for actual operational expenses of the vehicle or it can reimburse using an allowable standard mileage rate.
  - A written log or other record must be maintained and submitted to the Corporation. ○ For each shareholder or employee for whom the Corporation paid auto-expense reimbursements during the year, the Corporation should maintain a written record of the expenses incurred and the reimbursements paid.
- The Corporation may claim actual operational expenses incurred for vehicles that are owned by the Corporation.
  - Proof of business use in the form of a mileage log or a written calendar must be maintained unless it can be shown the vehicle was 100% business use.
  - If the business provided a vehicle for employee use, complete Section B below.

**For any vehicle that was used by a 5% or more owner of the business, additional information must be reported to IRS.**

**Complete Section A** shown below.

**Section A**

**Provide the following information for each vehicle used by a 5% or more owner of the business**

Purchase price of vehicle	\$
Description ( <i>Model and year of vehicle</i> )	
Date vehicle was first used in your business	
For this tax year only, enter the number of miles your vehicle was used for:	
<b>Business miles</b> ( <i>not including commute miles</i> )	
<b>Commuting miles</b>	
<b>All other personal-use miles</b>	
Interest paid on auto loan used to purchase this vehicle	\$
Was the vehicle available for personal use? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was the vehicle used primarily by a 5% or more owner of the Corporation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is another personal-use auto available? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was the standard mileage rate used last year? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section B**

**Additional Questions for Corporations Providing Vehicles for Use by Employees**

Does the Corporation maintain a written policy prohibiting all personal use of company vehicles?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the Corporation maintain a written policy prohibiting all use except commuting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the Corporation treat all use of vehicles by employee as personal use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the Corporation provide more than five vehicles to employees and keep records?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Automobile Expenses**

Mileage reimbursement amount paid to shareholders and employees for the year \$ _____			
Garage rent	\$	Repairs	\$
Gas	\$	Tires	\$
Insurance	\$	Tolls	\$
Licenses	\$	Registration fees	\$
Oil	\$	Other expenses (list):	\$
Parking fees	\$		\$
Lease payments	\$		\$

### Interest and Dividend Income Worksheet

- Please attach copies of all interest and dividend statements the Corporation received for the year.
- If the Corporation received interest payments under a seller financed mortgage, we will need the name, address, and SSN or EIN of the party making payments.
- For each payer of interest or dividends, enter the total interest or dividend amount received.

Do you have money in or ownership over a bank account in a foreign country? Yes  No

Name of bank or other payer	Interest Received	Name of corporation or other payer	Dividends Received
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Does the Corporation have ownership or control over a foreign financial account or trust? Yes  No

If yes, provide the name(s) of the foreign country and maximum account values for the year \$ \_\_\_\_\_

### Sale of stock, real estate or other property

- Please attach copies of year-end brokerage statements relating to stock sales
- If real estate was sold during the year, provide copies of closing papers

Description of property sold	Date purchased	Purchase Price	Date Sold	Sales Price

### Corporation Balance Sheet

If the Corporation gross receipts and/or assets at the end of the year were greater than \$250,000 the following information must be provided to the IRS. Even if the Corporation is not required to provide this information, we request you provide it if possible.

Assets at year end		Debts and Equity at year-end	
Bank account end of year balance	\$	Accounts payable at year end	\$
Accounts receivable at end of year	\$	Payables less than 1 year	\$
Loans to Shareholders	\$	Payables more than 1 year	\$
Mortgages and loans held by Corp.	\$	Capital Stock	\$
Stocks, bonds and securities	\$	Loans from shareholders	\$
Other current assets (describe)	\$	Retained Earnings	\$

I affirm that the information contained in this tax organizer, submitted to Tax Pros LLC for preparing tax returns, is true, correct, and complete to the best of my knowledge. I further affirm that I have documentation/receipts to support this information.

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date