S-Corporation Tax Organizer

S-Corporation:					
	EIN	Name		Date Incorporated	Date of S-Election
Address:					
	Mailing Address	Suite #	City	State	Zip Code
Contact Name:			Email:		
Contact Phones:					
	(Office)		(Home)		(Mobile)
Contact Mai	ling Address	Suite #	City	State	Zip Code

This Organizer is provided to help you gather and organize information relating to preparation of your corporate income tax returns. Please provide us with a copy of the corporation's tax returns for the last year filed if you are a first-time client of Tax Pros Plus LLC.

If you maintain your organization's books using a bookkeeping system such as QuickBooks, Quicken or Excel, you can provide us with a profit and loss statement and balance sheet rather than completing the income and expense and balance sheet sections of this organizer.

If you would like our accounting staff to prepare organizational income and expense reports for you, there will be an additional fee to do so. If you prefer this option, please provide us with the following documents:

- o Business bank statements for all months of the year
- Credit card statements (for business-use credit cards)
- o Receipts for cash purchases not shown on bank or credit card statements
- o Checkbook register
 - Identify all checks by entering an expense category in the memo section
 - Identify a personal withdrawal of funds from your business account as "Shareholder Distribution
 - Identify a deposit of personal funds to your business account as "Shareholder Contribution." If
 contributions and distributions were made for more than one shareholder during the year, provide
 separate information for each shareholder.

Filing Information. Please answer "Yes" or "No" to ALL of the following questions.	Y	' No
Is this the Corporation's first year as an s corporation?		
What is the state of incorporation? What is the Corporation's state of residence?	}	
What date was the Corporation first authorized to do business in the resident state?		
Did the Corporation have a change of business name during the year?		
Was the Corporation's s-election terminated or revoked during the year?		
Is there a change of address for the year?		
What is the principal business activity of the Corporation?		
What accounting method does the Corporation use? Cash Accrual Other		
(describe)		
Does the Corporation file under a calendar year? (If not, what is the fiscal year?)		

	Share	holder Information			
First Name—Last Name (Enter information for all shareholders who owned shares at any time during the year)	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 t	here on the last day	of the year?			

Provide the following information the year.	mation for any sh		was an officer or	2% or more ow	ner of the Corpo	
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 mo	ro than one state	Yes No	
If yes, please apportion income by state.	re than one state:	res No	
		B	
State name Income apportionm			
State name Income apportionm	ent \$	Payroll apportionment \$	
State name Income apportionm	ent \$	Payroll apportionment \$	
State name Income apportionm	ent \$	Payroll apportionment \$	
Income			
What were the business gross receipts or sal	es for the year?	Ś	
What portion of receipts were reported on F		\$	
	100 N US		
What portion of gross sales listed above was			
What were the gross receipts from rental pro (Do not include rental income in gross receipts for			
Did the Corporation have any other income			ve2
(If the Corporation had investment or capital			lo 🗍
Interest/Dividend and/or Capital Gains Work			
Describe any other income of the Corporation			
Cost of Goods Sold (COGS)			
Businesses such as restaurants, retail sellers	and manufacture	ers generally must account for COGS. COG	S include all costs
associated with manufacturing a product or			
Do you manufacture or produce a product for	or sale to custome	ers? Yes No	
Do you operate a wholesale or retail busines			No _
What was the opening cost of inventory on	the first day of the		
What was the cost of purchases of product	(less cost of items w	vithdrawn for personal use)?	
Cost of labor related to sale or production o	f goods held for s		
Materials and supplies used in manufacture	or sales production		
Other costs of goods not listed above (list the	ese on separate det		
Closing inventory at end of year		\$	
Business Expenses		usiness Expenses	
Advertising	\$ Pr	ofessional education & training	\$
Auto (Complete <u>auto worksheet</u>)		ent (office, leasehold, storage)	\$
Bank fees and charges	-	099-MISC to unincorporated payees required)	
Cell phone (100% of cost) \$ (x		ent or lease	\$
Business use%) =	Ψ .	ehicles, machinery, and equipment)	
Commissions and fees	-	epairs and maintenance	\$
Computers, equipment, furniture	Sc	oftware (Enter on depreciation worksheet)	
(Complete the Asset Depreciation Worksheet)		ipplies and small tools	\$
Contract labor		o not include equipment purchases – use Asset preciation Worksheet below)	
(You must issue a 1099 Misc. to any	Ċ	ixes - Local & business licenses	\$
unincorporated entity to whom you paid \$600			\$
	_	ixes - Payroll (941, 940 & State)	2

Dues and Subscriptions	\$ Taxes - State	\$
Employee benefit programs	\$ Annual corporation fees	\$
Health Insurance (employee)	\$ Telephone expense (Do not include cost of	\$
Health Insurance (shareholder)	\$ main home phone line)	
Insurance (other than health)	\$ Travel /Complete Townel Sympose Workshoot on Page	
Internet service	\$ Travel (Complete <u>Travel Expense Worksheet</u> on Page 5 of this organizer)	
Interest - Mortgage (business)	\$ Utilities (Do not include home office)	\$
Interest – Business credit cards	\$ Wages (W-2s issued to employees)	\$
Interest – Business loans/credit line	\$	
Laundry/cleaning/janitorial	\$ Other Expenses	
Legal and professional services	\$	\$
Local (in-town) meals	\$	\$
Entertainment	\$	\$
Merchant credit card fees	\$	\$
Office expense	\$	\$
(Do not include equipment purchases – use <u>Asset</u> <u>Depreciation Worksheet below</u>)		\$
Parking & tolls	\$	\$
Postage & shipping	\$	\$

Date Bought		Assets sold or disposed of during the year			
Tata boog	Cost	Description	Disposition date	Sales price	

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.

triair a rair day.						
City visited (for per diem)	# of days in city	City visited (for	r per die	m)	# of days in ci	ty
Travel Expenses		Travel Expens	ses			
Airfare	\$	Lodging			\$	
Bus, train, taxi	\$	Parking & tolls			\$	
Entertainment	\$	Other travel (d	describe	below)		
Meals - actual receipts					\$	
(Do not include cost of meals where you are					\$	
claiming the daily per diem rate)	\$				\$	
Information relating to deductions an	d credits the Corpo	oration may				
qualify for. Answer "Yes" or "No"	and provide info	rmation as				
applicable.			Yes	No	Details	
Did the Corporation purchase a plug-in ele	ctric vehicle this year	?				
Did the Corporation pay wages to any emp	oloyees who were me	mbers of a				
targeted group?			_	_		
Did the Corporation initiate a new 401K pl	-					
Did the Corporation pay for disabled acces	s equipment or impr	ovements				
during the year?		ld	_	_		
Did the Corporation provide for or reimbu during the year?	rse employees for chi	ldcare expenses				
Did the Corporation make energy-efficient	wimprovements?					
Did the Corporation manufacture or bui		the United				
States? If so, the following additional	The second secon					
complete the Corporation's return:	morniation will be	necoco to				
Gross receipts from sales of dome	stically produced pro	duct				
Cost of domestically produced good		o o c c				
Expenses, deductions or losses dir		domestic				
product	,					
 Expenses, deductions or losses ind 	lirectly allocable to th	e domestic				
product.	•					
 Wages paid for the year. 						

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.
 - o 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.

Complete Section A shown below.				
		Section A		
Provide the following information for	<u>each</u> vehicle used		usiness	
Purchase price of vehicle		\$		
Description (Model and year of vehicle)				
Date vehicle was first used in your busi				
For this tax year only, enter the number	r of miles your veh	nicle was used for:		
E	Business miles (not	t including commute miles)		
		Commuting miles		
	All	other personal-use miles		
Interest paid on auto loan used to purc	hase this vehicle	\$		
Was the vehicle available for personal	use? Yes 🔲 No			
Was the vehicle used primarily by a 5%	or more owner of	f the Corporation? Yes 🔲 No 🗌		
Is another personal-use auto available?	Yes No No			
Was the standard mileage rate used las	st year? Yes 🔲 🛚	No 🔲		
		Section B		
Additional Questions for Corporations	Providing Vehicle	es for Use by Employees		
Does the Corporation maintain a writte	en policy prohibitir	ng all personal use of company ve	hicles?	
			Yes No No	
Does the Corporation maintain a writte	en policy prohibitir	ng all use except commuting?	Yes No	
Does the Corporation treat all use of ve	ehicles by employe	ee as personal use?	Yes No No	
Does the Corporation provide more tha	an five vehicles to	employees and keep records?	Yes No	
Automobile Expenses				
Mileage reimbursement amount paid	to shareholders an	d employees for the year \$		
Garage rent	\$	Repairs		\$
Gas	\$	Tires		\$
Insurance	\$	Tolls		\$
Licenses	\$	Registration fees		\$
Oil	\$	Other expenses (list):		\$
Parking fees	\$			\$
Lease payments	\$			\$

Please attach copies of all interes	est and dividend state	ements the Corp	oration received	for the year		
If the Corporation received inter		a seller financed	mortgage, we w	ill need the	name,	address, and
SSN or EIN of the party making p			ldeed encourage			
For each payer of interest or div						
Do you have money in or ownership	The state of the s	in a foreign cour	ntry? Yes	No		
Name of bank or other payer	Interest Received	Name of corp	oration or other	payer	Divid	dends Received
	\$				\$	
	\$				\$	
	\$				\$	
	\$				\$	
If yes, provide the name(s) of the for	eign country and ma	ximum account v	values for the year	nr\$		
Sale of stock, real estate or other						
Please attach copies of year-end	and the second s	and the second s				
 If real estate was sold during the 	e year, provide copie					
Description of annual could		Date	Purchase Price	Date So		Sales Price
Description of property sold		purchased	Price	Date Sc	ola	Sales Price
Corporation Balance Sheet						
	d/or assets at the end	d of the year wer	e greater than \$	250,000 the	follow	ing information
Corporation Balance Sheet If the Corporation gross receipts and must be provided to the IRS. Even if						
If the Corporation gross receipts and						
If the Corporation gross receipts and must be provided to the IRS. Even if		not required to p		nation, we re		
If the Corporation gross receipts and must be provided to the IRS. Even if if possible.		not required to p	rovide this inform	nation, we re		
If the Corporation gross receipts and must be provided to the IRS. Even if if possible.	f the Corporation is n	Debts a	rovide this inform	r-end		
If the Corporation gross receipts and must be provided to the IRS. Even if if possible. Assets at year end	f the Corporation is n	Debts a	rovide this inform	r-end	equest	
If the Corporation gross receipts and must be provided to the IRS. Even if if possible. Assets at year end Bank account end of year balance	f the Corporation is n	Debts a Accoun Payable	rovide this inform and Equity at yea ts payable at yea	rend rend	equest \$	
If the Corporation gross receipts and must be provided to the IRS. Even if if possible. Assets at year end Bank account end of year balance Accounts receivable at end of year	f the Corporation is n	Debts a Accoun Payable	nd Equity at year ts payable at year es less than 1 year es more than 1 year	rend rend	s \$	
If the Corporation gross receipts and must be provided to the IRS. Even if if possible. Assets at year end Bank account end of year balance Accounts receivable at end of year Loans to Shareholders	\$ \$ \$	Debts a Accoun Payable Payable Capital	nd Equity at year ts payable at year es less than 1 year es more than 1 year	r-end r end r	\$ \$ \$ \$	
If the Corporation gross receipts and must be provided to the IRS. Even if if possible. Assets at year end Bank account end of year balance Accounts receivable at end of year Loans to Shareholders Mortgages and loans held by Corp.	\$ \$ \$ \$	Debts a Accoun Payable Payable Capital Loans fi	rovide this information and Equity at years to payable at years less than 1 years more than 1 years Stock	r-end r end r	\$ \$ \$	
If the Corporation gross receipts and must be provided to the IRS. Even if if possible. Assets at year end Bank account end of year balance Accounts receivable at end of year Loans to Shareholders Mortgages and loans held by Corp. Stocks, bonds and securities Other current assets (describe)	\$ \$ \$ \$ \$ \$ \$	Accoun Payable Payable Capital Loans fi	ts payable at years less than 1 years more than 1 years more than 1 years than 1 years more more more more more more more more	rend rend rear	\$ \$ \$ \$	you provide it
If the Corporation gross receipts and must be provided to the IRS. Even if if possible. Assets at year end Bank account end of year balance Accounts receivable at end of year Loans to Shareholders Mortgages and loans held by Corp. Stocks, bonds and securities Other current assets (describe)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Accoun Payable Capital Loans fi Retaine	ts payable at years less than 1 years more than 2 years more than	rend rend rear	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	you provide it
If the Corporation gross receipts and must be provided to the IRS. Even if if possible. Assets at year end Bank account end of year balance Accounts receivable at end of year Loans to Shareholders Mortgages and loans held by Corp. Stocks, bonds and securities Other current assets (describe)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Accoun Payable Capital Loans fi Retaine	ts payable at years less than 1 years more than 2 years more than	rend rend rear	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	you provide it
If the Corporation gross receipts and must be provided to the IRS. Even if if possible. Assets at year end Bank account end of year balance Accounts receivable at end of year Loans to Shareholders Mortgages and loans held by Corp. Stocks, bonds and securities Other current assets (describe)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Accoun Payable Capital Loans fi Retaine	ts payable at years less than 1 years more than 2 years more than	rend rend rear	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	you provide it