

Domestic Business Entity—Tax Organizer

Information Required to be Provided - *Please note any applicable items above that will not be submitted.*

Please provide the following items in order to prepare the tax return for the business entity:

- If we did NOT do last years' tax return
 - Copies of prior year tax returns—include depreciation schedules
- If we do NOT do your bookkeeping:
 - Balance sheet
 - Income statement
 - Ending cash balance (from reconciled bank account statements)
 - Details of withdrawals by owners—wages, guaranteed payments, loans, expense reimbursements, etc.
 - Details of contributions to capital made by owners during the year
 - Details of loans from owners to the business, including any loan repayments
- If we do NOT do your payroll
 - Payroll summary
 - Copies of all statements of payments made to employees or contractors (Forms W-2 or 1099)
- For All Clients
 - Details of any ownership changes during the year
 - Statement of capital accounts of all owners
 - Pension plan summary showing all contributions to employees' retirement plans
 - Dates, amounts, and check numbers for any estimated tax payments to federal or state
 - Names, contact information, and relationship of other consultants involved with the business
 - For S corporations, a copy of Form 2553, Election by a Small Business Corporation
 - Copy of Form 8832, Entity Classification Election, for a non-corporate entity that elected corporate taxation
 - For a C corporation, details of any dividends distributed and copies of all
 - Have you issued and filed any required 1099's?
Circle One: Yes / No
 - Forms 1099-DIV

QUESTIONS SECTION BELOW: If you are not clear on any of the questions asked below, please contact your direct tax preparer for clarification.

Partnerships / LLCs

- 1) Indicate the type of legal entity you are:
 - a. Domestic general partnership
 - b. Domestic limited partnership
 - c. Domestic LLC
 - d. Domestic limited liability partnership
 - e. Foreign partnership
 - f. Other: _____
- 2) Are any partners in the partnership also partnerships? Yes / No
- 3) Did this partnership have any ownership interest in another business entity? If yes, provide details. Yes / No
- 4) Did the partnership file an election for partnership level tax treatment? If yes, provide a copy of the election.
- 5) Does the partnership have any foreign partners? Yes / No
- 6) Is this a publicly traded partnership? Yes / No
- 7) Is this partnership required to file a return providing information on reportable transactions (IRC §6111)? Yes / No
- 8) During the tax year, did the partnership have any transactions involving a foreign trust? Yes / No
- 9) Was there a distribution of property or a transfer of a partnership interest during the year? Yes / No

C Corporations / S Corporations

- 1) What accounting method was used by the corporation? Cash / Accrual / Other: _____
- 2) Did this corporation have any ownership in another business entity? If yes, provide details. Yes / No
- 3) Is this corporation required to file a return under IRC Section 6111 to provide information on reportable transactions? Yes / No
- 4) During the year, did any individual or entity own more than 50% of the voting stock? Yes / No
- 5) Did the corporation issue debt instruments with original issue discount? Yes / No
- 6) Amount of any tax-exempt interest received or accrued during the year. \$ _____
- 7) For C corporations, did the corporation pay dividends in excess of earnings and profits during the year? Yes / No
- 8) For S corporations, did the corporation ever operate as a C corporation before electing S corporation status? Yes / No
- 9) Were there any foreign shareholders during the year? Yes / No
- 10) Did the corporation own any foreign assets during the year? Yes / No