



BUSINESS TAX ORGANIZER
FORM 1120, 1120S and 1065

Organization Name _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement. 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 returns.	_____	_____
2. Details of shareholder, partner or member ownership changes.	_____	_____
3. For each shareholder, partner or member, TIN, address, percentage of ownership, profit, loss, general, or limited classification and relationship, if any, to other partners. Identify the Tax Matters Partner or Member.	_____	_____
4. If changed in the year, provide a copy of the most recent Articles of Incorporation or Operating Agreement.	_____	_____
5. Schedule of all payments or distributions to or for shareholders, partners or members including descriptions, amounts and the accounts to which these amounts have been posted.	_____	_____
6. Schedule of loans to/from shareholders/partners/members and related parties including interest rates and payment schedules.	_____	_____
7. Schedule of all fringe benefits paid on behalf of shareholders, partners or members (and their relatives) and indicate which benefits have been included in their guaranteed payments.	_____	_____
8. Detailed analysis of entries in prepaid and accrued expense accounts.	_____	_____
9. Did the business make any payments that would require it to file 1099s? If yes, did the business file all 1099s?	_____	_____
10. Copies of all federal and state payroll reports filed including Forms W-2 or W-3, 940, 941 and UI 3-40.	_____	_____
11. Copies of Forms 1096 or 1099, 5500, 1042, 8804, 8805, 5471, 8865, 8858, and 8886 <u>that have been filed.</u>	_____	_____
12. Copies of Forms 1099, 1099B, 5471, 8865, 8858, 8886 and Schedules K-1 <u>that have been received.</u>	_____	_____
13. Schedule of all interest and dividend income not included on Forms 1099.	_____	_____
14. Schedule and invoice copies of assets acquired or sold during the year including date acquired or sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1/master closing statement for real estate transactions.	_____	_____
15. Copy of the inventory uniform capitalization computation.	_____	_____
16. Schedule of charitable contributions (cash and non-cash).	_____	_____

- 17. Details of any lobbying expenses. _____
- 18. List of potential non-deductible expenses, such as penalties and life insurance premiums. _____
- 19. Schedule of any club dues paid. _____
- 20. Vehicle and mileage data for passenger vehicles owned by the business. _____
- 21. List details of all entries in miscellaneous income/expense accounts. _____
- 22. Separate detail of meal and non-deductible entertainment expenses. _____
- 23. List each type of trade, business, or rental activity and the date started or acquired during the year. _____
- 24. List activities conducted in other states, including gross receipts, property, payroll and rents by state. _____
- 25. Does the Partnership or LLC have any foreign bank or financial accounts? If yes, provide details including the highest balance in each account during the year. _____

Yes No

- 26. Can the Internal Revenue Service discuss questions about this return with the preparer? _____

COMMENTS OR EXPLANATIONS
