Tax Organizer

Business Entities (C Corporation, S Corporation, Partnerships)

Tax Planning

- 1. New clients: Complete all sections completely with all information that applies.
- 2. Returning client: Update Tax Organizer with any changes or additional inform not provided in prior years.
- 3. All clients:
- a. Attach current Income Statement & Balance Sheet
- b. Complete any attached statements for assets, loans, contributions and distribution that apply

See more detailed requirements list below depending on your business profile.

Part 1 - Entity Informati	ion					
Name of Business file	ed on SS-4	-				
Address						
Contact Person						
E-mail Address				Phone		
Tax Return Signer/M	anaging Partner					
Check One	Corporation S-Corporation S-Co					
Principle Business Ac	tivity					
Principle Product or S	Service					
Business Code						
Business Start Date		Date Busine	ss Started in State			
Method of accountin	ng (keep books as)	Cash Acc	crual	scribe		
Part 2 - Corporation Inf State Incorporated Date Incorporated	ormation	State ID (if a	ny) ective Date of Election]
				·		
Part 3 - Principal Sharel						
Name	Tax ID Nur	nber A	ddress			Own %
						
						-
						

Part 4 - Additional Information and Documents Required

- 1. If this is your first year of existence or a new client:
 - a. A copy of the state incorporation or partnership agreement
 - b. A copy of the letter received from the IRS after filing SS-4 showing Entity EIN number & official name
 - c. If an S-Corp, the filed IRS Form 2553 Election, & copy of IRS acceptance letter allowing S-Corp status
- 2. See the attached statement list and include all that apply:
 - a. Asset additions and changes

- b. Notes, Loans and mortgages held either in assets or liabilities
- c. Capital/Cash contributions to the business by shareholder or partner
- d. Capital/Cash distributions to shareholders or partners
- e. Non-standard contributions or distributions
- f. Employer and officer payroll information
- g. Final Bank statement or bank reconsolidation showing cash in bank
- h. Real property loan and real estate information
- i. If the business employed independent contractors or made payment to unincorporated services/suppliers, provide copies of 1099-Misc issued.
- j. If any shareholders or partners are residents of states not where business located or reside outside the US, provide details. There may be withholding requirements.

Pa	rt 5 - Questions Related to all entities - If yes check any that apply - if No DON'T check				
٠	At any time during the year, did the business have an interest in or signature or other authority over a f	inanci	ial	_	,
	account in a foreign country (such as a bank, securities, or financial account)?			L	J
٠	During the year, did this business have any debt that was cancelled, was forgiven, or had the terms mod	dified	so	_	-1
	as to reduce the principal amount of the loan?			L	J
٠	Was there a change in determining quantities, cost or valuations between opening & ending inventory?	,		Г]
	Was there any write-down of subnormal goods as described in Regulations Sec 1.471-2(c)?			F	Ī
٠	Do the IRC Sec 263A uniform capitalization rules apply to this business?			Ē	1
٠	Does the business have any foreign partners or shareholders?			Ē	-
٠	Did this business pay any taxes to a foreign government during the tax year?				วี
٠	Did the business pay any expenses during the tax year to make the business accessible or usable by indi	ividua	ls	_	_
	with disabilities?				J
٠	Did this employer pay any FICA on employee wages for tips above the minimum wage?			Г	7
٠	Did this business incur any research and experimental expenditures during the tax year?			F	์ โ
٠	Does this business own any residential rental buildings providing qualified low-income housing?			ī	ī
٠	Does the business provide child care facilities or services to its employees?			Ē	i
٠	Has this business filed or is it required to file, form 8918, a Material Advisor Disclosure Statement?			ř	i
	That this business filed of is refequired to file, form os 20, a Material Marion bisclosure statement.				_
	ADDITIONAL QUESTIONS RELATED TO TANBIBLE PROPERTY OR BUILDING REPAIR AND MAINTENANCE	E		г	٦
٠	Did you in the current tax year purchase tangible personal property costing greater than \$500 per item			7	า
٠	If you did purchase tangible property of greater than \$500 per item, have you filed a certified financial:		nent	_	_
	to the SEC or any state or federal government agency or had a CPA certified audit and financial statement			Г	7
	for credit, reporting to shareholder/partners, or use for non-tax purposes? Safe harbor rules for greate			_	_
		· ciiai	•	г	٦
•	Do you have a accounting procedure in place for purchase of tangible property?			L	_
٠	Does the business own any real commercial property valued less \$1 million and made total repairs or]
	maintenance costing less than \$10,000 or 2% of the adjusted basis of the building?				
	SMALL EMPLOYER HEALTHCARE COVERAGE - (Questions 1 & 2 applied to 2015 and forward)				
	1. Do you have 50 or more full-time equivalent employees? (If you say yes, required healthcare		_		_
	coverage or shared responsibility payments may apply starting in 2015)	Yes	Ш	No	Ш
	2. If yes to the prior question, do you or do you plan to provide minimum value coverage or do all		_		_
	employees received premium tax credit or cost sharing reduction?	Yes		No	
	3. Do you have 25 or less full-time equivalent employees and offer healthcare to employees obtained				_
	through a SHOP plan (Marketplace)?	Yes	ш	No	Ц
	4. If yes to the prior question, your average annual wages per full-time equivalent are less than				
	\$50,000 and you paid as least 50% of premiums for single health insurance under a qualifying	Yes		No	
	arrangement?		_		
Pá	rt 6 - Questions Related Only to Partnerships			-	
	1. At any time during the year was any partner a disregarded entity (sole proprietor), partnership,	Voc		Na	
	trust, S Corp, estate, or a nominee or similar person?	Yes	ш	No	Ц
	2. At the end of the year, did any foreign or domestic corporation, partnership or entity treated as a				
	partnership, trust, individual or estate own directly or indirectly 50% or more of the profit loss or	Yes		No	
	capital of the partnership? If yes, provide details including tax ID.				

	3. At the end of the year, did this partnership own directly 20% or more or own directly or indirectly 50% or more of the total voting power of all classes of stock entitled to vote of any foreign or domestic corporation? If yes, provide details included tax ID.	Yes		No	
	4. Was there a distribution of property or a transfer of partnership interest by sale or death during the tax year?	Yes		No	
	Name of Tax Matters Partner Tax ID				
	Address		\neg		
			\neg		
Pa	ort 7 - Questions Related Only to Corporations (C or S)				
	1. Is the corporation a member of a controlled group of corporations? If yes, provide details.	Yes		No	
	2. Is this corporation a personal holding company?	Yes	П	No	П
	3. Is this corporation a qualified personal service corporation?	Yes	$\overline{\Box}$	No	
	4. Is this corporation a subsidiary in an affiliated group or parent-subsidiary controlled group? If yes		_		
	provide details of all other related corporations.	Yes	Ш	No	Ш
	5. At the end of the year, did any foreign or domestic corporation, partnership, trust, estate, tax-				
	exempt organization or individual own directly or indirectly 20% or more or own, directly or	V		NI-	
	indirectly, 50% or more of the total voting power of all classes of stock entitled to vote? If yes,	Yes	Ш	No	ш
	provide details including tax ID. 5. At the end of the year, did this corporation own directly 20% or more or own directly or indirectly				
	50% or more of the total voting power of all classes of stock entitled to vote of any foreign or	Yes		No	
	domestic corporation? If yes, provide details included tax ID.				
	7. At any time during the year, did one foreign personal own directly 25% of (a) the total voting				_
	power of all classes of stock entitled to vote or (b) the total value of any foreign or domestic	Yes	П	No	Ц
	corporation? If yes, provide details including tax ID.				_
	8. Has the C Corporation made any estimated tax payments for the current tax year?	Yes	Ц	No	Ц
	9. Did the C Corporation pay dividends in excess of the corporation's current and accumulated	Yes		No	
D.	earnings and profit?				
Pā	Irt 7 (Continued) - Questions Related Only to Partnerships 10. Did the S Corp pay shareholder distributions in excess of shareholder basis in the business during				_
	the tax year? If so, provide shareholder distributions and basis details.	Yes		No	
	11. If an S Corp, does it have any built-in gains or earnings and profits from when it was a C Corp, or				
	any assets acquired from a C Corp with a basis determined by reference to its basis in the hands of the C Corp?	Yes		No	
	12. Was the number of shareholders at the end of the year fewer than 100? (If so provide a list of		_		_
	shareholders, name, address and Tax ID. (Current clients provide changes only)	Yes	Ц	No	Ш
	Shareholders, hame, address and Tax ID. (Current chems provide changes only)	Yes		No	
	en e			-	
Pa	nrt 8 - Attached Statements				
	Check off the statements or information provided with the profile:			_	٦.
	1. Asset Details, Additions and Changes Statement			-	╣
	2. Notes, Loans, or Mortgages Statement				7
	Capital/Cash Contributions Statement Capital/Cash Distributions Statement				┪
	5. Non-standard Contributions or Distributions Statement			ř	f
	Other:			ı ī	i
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