



## Corporation—Tax Organizer (Form 1120)

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Address: \_\_\_\_\_ Federal EIN: \_\_\_\_\_

Email Address: \_\_\_\_\_ Type of Entity: \_\_\_\_\_

Client Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please provide the following information to assist in the preparation of Form 1120 (U.S. Corporation Income Tax Return) for the above referenced tax year.

**NEW CLIENTS**

Provide the following information:

**Done**      **N/A**

- |  |   |   |
|--|---|---|
| <ol style="list-style-type: none"> <li>1. Copy of federal, state, and local tax returns for the prior three years, including any amended returns.</li> <li>2. Copy of articles of incorporation for a corporation, or operating agreement and articles of organization for an LLC taxed as a corporation, including any amendments.</li> <li>3. Copy of tax provision from prior year with supporting documentation.</li> <li>4. Copy of carryforward schedules for net operating losses, general business credits, foreign tax credits, credit for prior year minimum tax, and unused charitable contributions and capital losses.</li> </ol> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|---|---|

**GENERAL INFORMATION**

If there have been changes to the name or address of the corporation, provide the former and current information.

\_\_\_\_\_

\_\_\_\_\_

Schedule of Officer's Compensation (Attach additional schedule if needed.)

#	Officer Name	Title	SSN	% of Time Devoted to Business	% Common Stock Owned	Compensation
1						
2						
3						
4						
5						

Schedule of Ownership at Beginning of Year (BOY) and End of Year (EOY) (Attach additional schedule if needed.)

Shareholder Name	EIN or SSN	Individual or Type of Entity	Foreign or Domestic	BOY Ownership %	EOY Ownership %

For each change in ownership, provide details, including date of transfer, parties involved, and shares acquired or sold. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Indicate the name and federal EIN of the parent corporation if this corporation is a subsidiary in an affiliated group or a parent-subsidiary controlled group. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Schedule of Entities Owned (Attach additional schedule if needed.)

Name and Address	EIN	Type of Entity	Foreign or Domestic	Ownership %

Additional Information Needed

Please provide the following information:

- |  | <u>Done</u> | <u>N/A</u> |
|--|-------------|------------|
| 1. Oral or written amendments to articles of incorporation, bylaws, or LLC operating agreement.  | _____       | _____      |
| 2. Copy of notices from federal, state, or local taxing authorities with any changes noted.  | _____       | _____      |
| 3. Detail of reportable and listed transactions.   | _____       | _____      |
| 4. Copy of Form 3115 (Application for a Change in Accounting Method) if there has been a change in accounting method for the tax year. Also include copies of any Form 3115 filed in the past three years.             | _____       | _____      |
| 5. Copy of Form 1128 (Application to Adopt, Change, or Retain a Tax Year) if the entity has elected to adopt, change, or retain its tax year.  | _____       | _____      |
| 6. Copy of Form 1122 (Authorization and Consent of Subsidiary Corporation to be Included in a Consolidated Income Tax Return) for each subsidiary that will be included in the consolidated return for the first time. | _____       | _____      |
| 7. Copy of Form 8716 (Election to Have a Tax Year Other Than a Required Tax Year) if the entity has elected under IRC Sec. 444 to have a tax year other than a required tax year.                                      | _____       | _____      |
| 8. Copy of Form 970 (Application to use LIFO Inventory Method) if the LIFO inventory method was adopted for the tax year.  | _____       | _____      |

- |   |                    |                   |
|---|--------------------|-------------------|
|   | <b><u>Done</u></b> | <b><u>N/A</u></b> |
| 9. Copy of Form 8832 (Entity Classification Election) if the entity filed a check-the-box election during the year. | _____              | _____             |
| 10. Copy of federal and state payroll reports.  | _____              | _____             |
| 11. Copy of W-2s filed and 1099s filed and received.  | _____              | _____             |

Additional Questions

1. May the IRS discuss this return with the preparer?     Yes     No
2. Does the corporation have employer-owned life insurance contracts (issued after August 17, 2006)?  
 Yes     No [If yes, then submit a copy of the contract(s).]
3. Does the corporation have any interests in foreign trusts or accounts?  
 Yes     No [If yes, provide details.]

**FINANCIAL INFORMATION**

Please provide the following information:

- |   |                    |                   |
|---|--------------------|-------------------|
|   | <b><u>Done</u></b> | <b><u>N/A</u></b> |
| 1. General Ledger.                              | _____              | _____             |
| 2. Detailed trial balance with account numbers. | _____              | _____             |
| 3. Balance sheet and income statement.          | _____              | _____             |
| 4. Audited financial statements, if available.  | _____              | _____             |
| 5. Support for tax credits to be claimed.       | _____              | _____             |

Schedule of Federal Estimated Taxes Paid

Payment	Date Paid	Amount Paid
Prior-year Overpayment		
1st Qtr Estimated		
2nd Qtr Estimated		
3rd Qtr Estimated		
4th Qtr Estimated		
Extension		

Additional Questions

1. Did the corporation pay dividends (other than stock dividends and distributions in exchange for stock) in excess of the corporation's current and accumulated earnings and profits?     Yes     No
2. Did the corporation issue publicly offered debt instruments with original issue discount?     Yes     No
3. Did the corporation file SEC Form 10-K for the current year?     Yes     No
4. Did the corporation prepare a certified audited nontax-basis income statement for the current year?     Yes     No
5. Has the corporation's income statement been restated for the current year?     Yes     No

6. Has the corporation's income statement been restated for any of the five income statement periods prior to the current year? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. Is any of the corporation's common stock publicly traded? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, provide the symbol and the nine-digit CUSIP number of the corporation's primary U.S. publicly traded voting common stock. \_\_\_\_\_

**INCOME AND DEDUCTIONS**

Please provide the following information:

	<b><u>Done</u></b>	<b><u>N/A</u></b>
1. Schedule K-1s received.	_____	_____
2. Form 5471s received.	_____	_____
3. Schedule of LIFO calculations.	_____	_____
4. Schedule of UNICAP calculations.	_____	_____
5. Schedule of interest and dividends not reported on Form 1099s.	_____	_____
6. Detail for other income and other deductions.	_____	_____
7. Detail for tax-exempt interest and other tax-exempt income.	_____	_____
8. Depreciation schedules for book, tax, AMT, ACE, and state purposes, including a rollforward of fixed assets additions and deletions and a calculation of current-year expense.	_____	_____
9. For additions, provide description, date of acquisition, purchase price, and trade-in allowances.	_____	_____
10. For disposals, provide calculation of book, tax, AMT, ACE, and state gain(loss), including description, date of acquisition, date of disposition, sales proceeds, cost, accumulated depreciation, and trade-in allowances.	_____	_____
11. Detail for the following expenses:		
a. Political contributions.	_____	_____
b. Lobbying expenses.	_____	_____
c. Gifts.	_____	_____
d. Penalties.	_____	_____
e. Fines.	_____	_____
f. Meals and entertainment.	_____	_____
g. Club dues.	_____	_____

**Dividend Income**

Indicate the amount of dividends received from the following:

- Less-than-20%-owned domestic corporations \_\_\_\_\_
- 20%-or-more-owned domestic corporations \_\_\_\_\_
- Debt-financed stock of domestic and foreign corporations \_\_\_\_\_

- Certain preferred stock of less-than-20%-owned public utilities \_\_\_\_\_
- Certain preferred stock of 20%-or-more-owned public utilities \_\_\_\_\_
- Less-than-20%-owned foreign corporations and certain FSCs \_\_\_\_\_
- 20%-or-more-owned foreign corporations and certain FSCs \_\_\_\_\_
- Wholly owned foreign subsidiaries \_\_\_\_\_
- Domestic corporations received by a small business investment company \_\_\_\_\_
- Affiliated group members \_\_\_\_\_
- Certain FSCs if the dividends are attributable to foreign trade income \_\_\_\_\_
- Foreign corporations not included above \_\_\_\_\_
- Income from controlled foreign corporations under Subpart F \_\_\_\_\_
- Foreign dividend gross-up \_\_\_\_\_
- IC-DISC and former DISC dividends not included above \_\_\_\_\_
- Other dividends \_\_\_\_\_

Domestic Production Activities Deduction

Please provide supporting documentation and calculations for the following information:

Domestic production gross receipts? \_\_\_\_\_

Qualified production activities income? \_\_\_\_\_

Qualified W-2 wages? \_\_\_\_\_

If you have any flow-through amounts for the domestic production activities deduction from Schedule K-1, include those amounts here. \_\_\_\_\_

Charitable Contributions (Attach additional schedule if needed.)

Donee	Cash or Property	Amount of Cash or FMV of Property	Appraisal Attached?	Supporting Documentation Attached?

Corporate-owned Vehicles (Attach additional schedule if needed.)

Vehicle	Individual Using Vehicle	Date Placed in Service	Business Miles	Commuting Miles	Other Personal Miles

Vehicle	Individual Using Vehicle	Date Placed in Service	Business Miles	Commuting Miles	Other Personal Miles

### **ASSETS, LIABILITIES, AND CAPITAL**

Was there a change in the method of determining quantities, cost, or valuations between opening and closing inventory? If so, provide details. \_\_\_\_\_

Was there a writedown of "subnormal" goods? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the LIFO inventory method was used, indicate the percentage (or amounts) of ending inventory computed under LIFO. \_\_\_\_\_

Do the capitalization rules under IRC Sec. 263A apply to the corporation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Were there any changes to debt in the current year? If so, indicate the amount of new debt acquired, amount of debt paid off, or changes in debt terms. \_\_\_\_\_

Please provide the following information:

**Done**      **N/A**

1. Detail of prepaid expenses and accrued expenses, include date of payment of accrued expenses paid after year-end. \_\_\_\_\_
2. Detail of loans to/from shareholders and/or related parties. \_\_\_\_\_
3. Detail of any other related-party transactions. \_\_\_\_\_
4. Detail of any foreign financial (bank, securities) accounts. \_\_\_\_\_
5. Rollforward of retained earnings, including increases, decreases, and distributions. \_\_\_\_\_

### **STATE INFORMATION**

Provide the following information:

**Done**      **N/A**

1. List of states in which the corporation has activity. \_\_\_\_\_
2. Schedule of receipts, payroll, and property listed by state. \_\_\_\_\_
3. Schedule of estimated tax payments made for any state or local returns. \_\_\_\_\_