

Business Tax Organizer

General Information

Business legal name				EIN	
Doing business as				S election effective date	
Street		City	State	ZIP Code	
Phone		State of incorporation		Date incorporated	
Business activity			Product or service		
Accounting method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other _____					
Accounting period: <input type="checkbox"/> Calendar year <input type="checkbox"/> Fiscal year <input type="checkbox"/> Short tax year				Beginning date	Ending date

Primary Contact

Primary contact		SSN		Title	
Email			Phone		

Questionnaire

<input type="checkbox"/> Yes <input type="checkbox"/> No	Did our firm prepare the 2022 tax return for this business?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the business change its legal name?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the corporation's S election terminated or revoked during the year?
<input type="checkbox"/> Yes <input type="checkbox"/> No	During the 2023 calendar year, did the corporation have an interest in or a signature or other authority over a financial account in a foreign country?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation pay \$600 or more of nonemployee compensation to any individual during the year?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did or will the corporation file required Form(s) 1099?
<input type="checkbox"/> Yes <input type="checkbox"/> No	At any time during the tax year, was any shareholder of the corporation a disregarded entity, a trust, an estate, or a nominee or similar person?
<input type="checkbox"/> Yes <input type="checkbox"/> No	At the end of the tax year, did the corporation directly own 20% or more, or directly or indirectly own, 50% or more of the total stock issued and outstanding of any foreign or domestic corporation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	At the end of the tax year, did the corporation directly own an interest of 20% or more, or directly or indirectly own, an interest of 50% or more in the profit, loss, or capital in any foreign or domestic partnership or in the beneficial interest of a trust?
<input type="checkbox"/> Yes <input type="checkbox"/> No	At the end of the tax year, did the corporation have any outstanding shares of restricted stock?
<input type="checkbox"/> Yes <input type="checkbox"/> No	At the end of the tax year, did the corporation have any outstanding stock options, warrants, or similar instruments?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the corporation a C corporation before it elected to be an S corporation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation have any non-shareholder debt that was canceled, was forgiven, or had the terms modified so as to reduce the principal amount of the debt?

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Income			
Gross receipts or sales	\$	Gross royalties	\$
Returns and allowances	\$	Net gain (loss)	\$
Dividends	\$	Other income	\$
Interest	\$		
Gross rents	\$		

Cost of Goods Sold (COGS)			
Beginning of year inventory	\$	Other costs	\$
Purchases	\$	End of year inventory	\$
Cost of labor	\$	Inventory method:	

Expenses			
Advertising	\$	Office expenses	\$
Automobile expense	\$	Pension and profit sharing plans	\$
Bad debts	\$	Postage and shipping	\$
Bank charges	\$	Professional education and training	\$
Compensation of officers	\$	Rent or lease (car, machinery, equipment)	\$
Cleaning and janitorial	\$	Rent or lease (other business property)	\$
Contract labor	\$	Repairs and maintenance	\$
Dues and subscriptions	\$	Salaries and wages (other than to officers)	\$
Employee benefit programs	\$	Software	\$
Entertainment	\$	Supplies	\$
Healthcare plans (employees)	\$	Taxes - payroll	\$
Healthcare plans (2% or more shareholders)	\$	Taxes - local and property	\$
Insurance (other than health)	\$	Taxes - other	\$
Interest	\$	Telephone	\$
Internet	\$	Tools	\$
Legal and professional services	\$	Travel	\$
Licenses and permits	\$	Utilities	\$
Meals	\$	Other expenses	\$

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Balance Sheet			
Assets		Liabilities and equity	
Cash and bank accounts	\$	Accounts payable	\$
Trade notes and accounts receivable	\$	Payables less than one year	\$
Inventories	\$	Loans from shareholders	\$
Loans to shareholders	\$	Payables more than one year	\$
Mortgages and loans held by the corporation	\$	Other liabilities	\$
Stock, bonds, and securities	\$	Capital stock	\$
Other assets	\$	Additional paid-in capital	\$
		Retained earnings	\$

Asset Listing (non-inventory assets costing more than \$2,500)					
Complete if acquired during tax year			Complete if sold or disposed of during tax year		
Description of property	Date acquired	Cost	Date sold or disposed	Sale price	Expenses of sale
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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Officer Information			
Name		TIN	Title
Street	City		State ZIP Code
Email	Phone		Salary or other compensation
Percentage of time devoted to the business		<input type="checkbox"/> Shareholder	<input type="checkbox"/> Signs return

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Percentage of time devoted to the business		<input type="checkbox"/> Shareholder	<input type="checkbox"/> Signs return

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Shareholder Information				
Shareholder name		TIN		Shareholder type
Street		City	State	ZIP Code
Email		Phone		Country of citizenship or organization
Shares owned (BOY)	Shares owned (EOY)	Capital contributions during the year		Distributions during the year
Shareholder name		TIN		Shareholder type
Street		City	State	ZIP Code
Email		Phone		Country of citizenship or organization
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