

CORPORATION TAX ORGANIZER (FORM 1120, 1120S)

This organizer is designed to assist you in gathering the information necessary to prepare the current year's tax returns. Please complete it and provide details and documentation as requested.

The Internal Revenue Service (IRS) matches information returns with amounts reported on income tax returns. A negligence penalty may be assessed where income is unreported. Accordingly, all Forms 1099, Schedules K-1, and other information returns reflecting amounts reported to the IRS should be submitted with this organizer.

Also enclosed is an engagement letter which explains the services that will be provided to the corporation. Please sign a copy of the engagement letter and return it in the enclosed envelope. Keep the other copy for your records.

Your corporate income tax returns are due on _____. **PLEASE NOTE: For Form 1120, the original due date has changed.** In order to meet this filing deadline, your completed tax organizer needs to be received no later than _____. Any information received after this date may require an extension to be filed for this return.

If an extension of time is required, any tax that may be due must be paid with the extension. Any taxes not paid by the filing deadline may be subject to late-payment penalties and interest when those taxes are actually paid.

We look forward to providing services to you. Should you have questions regarding any items, please do not hesitate to contact _____.

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Organization Name _____ Telephone # _____

Address _____ Fax # _____

E-mail Address _____

Tax Period _____ Federal ID # _____ State ID # _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement by activity. In addition, provide the following information:

100) GENERAL INFORMATION	YES/ DONE	NO	N/A
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► 101) If this is the first year we will prepare your tax return(s), provide the following from your files or your prior accountant:

1. Tax returns for the prior three years
2. Depreciation schedules
3. List of all investments
4. All tax carryforward schedules, such as net operating losses, tax credits, charitable contributions, and so on
5. Shareholder buy or sell agreement(s)
6. Copies of rulings issued by the IRS or other tax authorities
7. Copies of corporate documents, such as articles of incorporation and bylaws

S CORPORATION ONLY

8. A copy of the S corporation approval
9. A list of all shareholders and provide the following information:
 - (a) Name
 - (b) Address
 - (c) Tax ID #
 - (d) Type of entity
 - (e) Number of shares or percentage of ownership relationship to other shareholders

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YES/
DONE NO N/A

10. Shareholder basis schedules

11. If the corporation was a C corporation prior to making the S election, provide a copy of the schedule of net built-in gains and accumulated earnings and profits.

12. Has the corporation elected a fiscal-year end? If yes, provide a copy of Form 8716 and the last Form 8752 filed.

13. Does the corporation engage in more than one trade or business activity? If yes, provide details of each activity.

14. Does the corporation engage in any rental activity? If yes, provide details.

▶ 102) Has the corporation been notified of any changes to previous returns by any taxing authority? If yes, provide copies of all correspondence.

▶ 103) Provide a schedule of ownership changes during the year, including dates and number of shares or percentage of ownership.

▶ 104) Have there been any changes to the shareholders' buy or sell agreement(s)? If yes, provide a copy(ies).

▶ 105) Has the corporation updated its minute book for the year? If yes, provide a copy.

▶ 106) Describe the principal business activity of the corporation:

1. Did the corporation purchase or sell a business or business segment during this year? If yes, provide a copy of the contract or agreement.

2. Did the corporation engage in any new activities during the year? If yes, describe the new business on an attached sheet.

3. Did the corporation discontinue operations this year? If yes, provide details.

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YES/
DONE NO N/A

▶ 107) Does the corporation have any of the following employee benefit plans?
If yes, provide copies of plan documents.

1. Qualified retirement plan(s)?

If yes, are we to prepare Form(s) 5500?

Are we to compute the contribution(s)?

2. Simplified Employee Pension (SEP) or Savings Incentive Match Plan for Employees (SIMPLE) Plan?

If yes, are we to compute the contribution(s)?

3. Cafeteria plan?

If yes, are we to prepare Form 5500?

4. Non-qualified deferred compensation plan(s) or agreement(s)?

If yes, has the "one time only" filing with the Department of Labor been done?

5. Other benefit plans not described above?

▶ 108) Did the corporation include taxable fringe or welfare benefits such as health insurance, group-term life insurance, educational assistance, non-accountable expense allowances, and personal use of corporate vehicles in compensation on employees' Forms W-2 and, if applicable, subject such amounts to payroll taxes?

▶ 109) At year end, did the corporation own, directly or indirectly, 50 percent or more of the voting stock of a domestic corporation? If yes, provide a copy of that corporation's current tax return.

Ownership percentage: _____

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YES/
DONE NO N/A

▶ 110) At year end, did any corporation, individual, partnership, trust or estate own, directly or indirectly, 50% or more of the corporation's voting stock? If yes, provide the following information for all owners:

1. Name: _____

Address: _____

ID No.: _____

Ownership percentage: _____

2. Was such owner a person other than a U.S. citizen?

▶ 111) Do the shareholders owning 80% or more of this corporation own 80% or more of any other corporation(s)? If yes, provide a copy of the other corporate tax returns.

▶ 112) Is this corporation a shareholder of any foreign corporation? If yes, identify each corporation.

▶ 113) Is this corporation a partner in any foreign partnership? If yes, identify each partnership.

▶ 114) Did this corporation own a disregarded entity for tax purposes at any time during the year? If yes, provide details.

▶ 115) Did the corporation, at any time during the year, have an interest in a foreign bank or securities account? If yes, provide details including the highest balance during the year in any foreign account(s).

▶ 116) Was the corporation the grantor or transferor to a foreign trust during the year? If yes, provide details.

▶ 117) During this taxable year, did the corporation pay dividends? If yes, attach a schedule reflecting date declared, date paid, amount, and form of payment (cash, other).

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YES/
DONE NO N/A

▶ 118) Did one foreign person, at any time during the tax year, own directly or indirectly, 25% or more of the total voting power or value of all classes of stock of the corporation? If yes:

1. Enter the percentage owned _____

2. Enter the owner's country _____

▶ 119) Provide copies of all federal and state payroll tax reports including Forms W-2/W-3, 940, 941.

▶ 120) Did the corporation make any payments that would require it to file Form 1099?

If yes, did the corporation file all Forms 1099?

▶ 121) Provide copies of Forms 1099 or 1096, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 **filed by the corporation.**

▶ 122) Provide copies of Forms 1099, 1099B, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 **received by the corporation.**

▶ 123) Provide a schedule of interest and dividend income not included on Forms 1099.

▶ 124) Did the corporation have loans to or from shareholder(s) and other related parties during the tax year? If yes, provide a schedule indicating the amount of the loan, date of transaction, interest rate, and payments. Also, provide a copy of the note if not previously provided.

▶ 125) Did the corporation refinance or restructure any outstanding debt this year? If yes, provide documentation.

▶ 126) Does the corporation do business in more than one state? If yes, list the states. _____

1. Provide copies of supporting schedules reflecting inventory, real and personal property, rents, payroll, and sales by state.

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YES/
DONE NO N/A

▶ 127) Can the IRS or other tax authorities discuss questions about this return with the preparer?

▶ 128) How many additional paper copies of the return do you need? _____

▶ 129) Do you want an electronic copy of the return?

If so, how would you like it to be provided?

1. Secure email
2. Client portal
3. DVD/jump drive

200) INCOME

YES/
DONE NO N/A

▶ 201) Did the corporation own securities that became worthless or have loans that became uncollectible during the year? If yes, provide details.

▶ 202) Did the corporation acquire, sell, or dispose of any assets used in its business?

If yes, provide a schedule listing:

- Description of asset sold (closing settlement for real estate)
- Date sold or purchased
- Sales price or purchase price
- Selling expenses
- Original cost or basis
- Depreciation claimed in prior years

▶ 203) Did the corporation make any sales qualifying for the installment method of reporting?

If yes, attach a copy of the agreement, a schedule of the payments received, and the beginning of year contract balance. Provide an amortization schedule, if available.

▶ 204) Were there any sales or exchanges during the year between the corporation and a shareholder or other related party? If yes, provide a detailed schedule.

▶ 205) Did the corporation engage in any bartering activity during the year? If yes, provide a schedule of all such activities.

▶ 206) Did the corporation have any foreign sales? If yes, provide sales by country and amount.

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300) DEDUCTIONS

YES/
DONE NO N/A

▶ 301) Provide information for corporate officers and directors:

Name	Title	Social Security Number	% Time Devoted to Business	% Stock Owned		Compensation
				Common	Preferred	

▶ 302) Provide copies of all schedules supporting the calculation of the amount of general and administrative expenses required to be capitalized in ending inventory or associated with self-constructed assets.

▶ 303) Did the corporation make political contributions during this tax year?
If yes, enter amount \$ _____.

▶ 304) Did you incur any expenses to influence legislation and "lobbying?" If yes, provide a schedule of "lobbying expenses" and indicate to which accounts these expenses were posted.

▶ 305) Does the corporation pay life insurance premiums (other than group-term life) for officers of the corporation? To which general ledger accounts have the payments been posted?

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YES/
DONE NO N/A

- ▶ 306) Did the corporation purchase life insurance on any employee after Aug. 17, 2006?
If yes, have employees been notified.

- ▶ 307) Did the corporation pay penalties or fines during the tax year?
If yes, list amount(s) and indicate the reason for the penalty or fine.

Amount	Description	Amount

- ▶ 308) Does the corporation own or lease any passenger vehicles? If yes, provide the following information for each vehicle (note certain exceptions may apply for companies with more than five vehicles):

- Vehicle description
- Date placed in service
- Total miles
- Business miles
- Average daily round trip commuting distance
- Commuting miles
- Other personal miles

1. Does the corporation have evidence to support the claimed business use?
If yes, is the evidence written?

2. Were the vehicles available for personal use during off-duty hours?

3. Were the vehicles used primarily by a more than five percent owner or related person?

4. Is another vehicle available for personal use?

5. Provide a copy of the lease for any leased vehicles. If not available, provide the following:

- Date of lease
- Fair market value at inception
- Term of the lease
- Lease payments

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YES/
DONE NO N/A

▶ 309) Regarding corporate policy for vehicles:

1. Does the corporation maintain a written policy that prohibits all personal use of vehicles, including commuting, by employees?
2. Does the corporation maintain a written policy that prohibits personal use of vehicles, excluding commuting, by employees?
3. Does the corporation treat all use of vehicles by employees as personal use?
4. Does the corporation provide more than five vehicles to employees and retain the information received from employees concerning the use of the vehicles?
5. Does the corporation require or maintain copies of vehicle logs?

▶ 310) Did the corporation have any meal and/or entertainment expenses? If yes, provide details by account posted.

▶ 311) Did the corporation pay any club dues? If yes, provide details by account posted.

▶ 312) Will all compensation-related accruals (including vacation pay) be paid within two and one half months of year end? If no, provide details of unpaid amounts.

▶ 313) Are there any unpaid expenses to shareholder(s) at year end? If yes, provide detail.

▶ 314) Provide copies of certification for employees of target groups and associated wages paid qualifying for Work Opportunity Credit.

▶ 315) Provide detail of health insurance paid for employees, including a copy of Form 1094-C, if applicable.

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400) S CORPORATIONS ONLY

YES/
DONE NO N/A

▶ 401) Have fringe benefits paid on behalf of more than two percent shareholders (including, but not limited to medical, life insurance, disability, housing, and so on) been included in the shareholder’s compensation and subjected to payroll taxes, if applicable? Indicate to which accounts these amounts have been posted. Note these rules also apply to relatives of more than two percent shareholders.

COMMENTS/EXPLANATIONS





TAX HAPPENS

10018 Park Place Ave, Riverview, FL 33578

LETTER OF ENGAGEMENT

OUR RESPONSIBILITIES

- Our work (whether consultation, tax return, tax plan or related product) is based on data you provide.
- We are not responsible to audit or verify the data that you give to us.
- We may ask for clarification of your data or additional information.
- We are not responsible to discover fraud or other irregularities, should any exist.
- We will render the accounting/bookkeeping necessary to complete your work.
- We will use our professional judgment in resolving questions where the law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions.
- We will resolve such questions in your favor wherever possible unless otherwise instructed by you.

YOUR RESPONSIBILITIES

- To provide all of the information required for a complete and accurate finished product.
- To provide this information in a timely manner.
- To retain, with the completed work, all the documents, cancelled checks and other data that form the basis of income and deductions since you may later have to provide them to a taxing authority.
- To carefully review all work completed by our office before you sign. **You have the final responsibility for anything submitted to a taxing authority.**

PENALTIES, EXAMINATIONS AND NOTICES

- The IRS and state taxing authorities impose penalties for certain offenses, including understatement of income, filing after the deadline or underpaying estimated taxes and more. They can also select any return for examination.
- We will review all notices related to tax returns we have prepared at no additional charge to assist you in determining the course of action required. After review we will determine if additional services and therefore additional fees are required.
- We are happy to assist or represent you before the IRS or state taxing authority, if you so desire, however, these additional services are not included in the fee for preparing your return.

PRIVACY POLICY

CPA's are bound by professional standards of confidentiality. Therefore, we always protect your right to privacy.

Parties to Whom We Disclose Information. For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law, and as is necessary to properly provide our services to you. We make available information to our employees and to nonaffiliated third parties who need to know that information to assist us in providing services to you. In all such situations, we require a contractual agreement that includes procedural safeguards that protect the confidential nature of the information being shared.

Protecting the Confidentiality and Security of Current and Former Clients' Information. We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

OUR FEES

- Our fees vary depending on the nature of the work performed. Current fees are available on our website <http://taxhappens.com/fees>
- Generally our fees are determined once all information is received and prior to beginning any work. A few projects are unpredictable and therefore will be subject to hourly rates.
- 50% of our fee is due prior to us beginning work and the balance is due prior to e-filing or providing a final copy.
- We may invoice for the balance of partially completed work that is placed on extension or that we are unable to completed as a result of you not meeting your responsibilities as outlined in this engagement letter.
- Overdue invoices will be subject to interest charges of 1% per month with a Minimum fee of \$25.00. Invoices become overdue 30 days after the billing date.

ARBITRATION

If a dispute arises out of or relates to this contract or engagement letter, or the obligations of the parties therein, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation before resorting to arbitration, litigation, or some other dispute resolution procedure.

AGREEMENT

The foregoing is in accordance with my (our) understanding of your engagement to provide tax and financial services and you are hereby advised that each item of revenue or expense can be substantiated by receipts, cancelled checks, or other documents. This information is true, correct, and complete to the best of my (our) knowledge. Further, it is my (our) understanding that these terms will continue to be in force for the succeeding years of our engagement.

By: _____ Date: _____

(Printed Name of Individual and Organization)

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are important to us.

Ph: 813-304-5569

Theresa@TaxHappens.com

Fx: 813-342-7963