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S-CORPORATION TAX ORGANIZER

S Corporation General Information				
Legal Name:				EIN
Address:				
Mailing address, if different:				
Did the corporation have a change of business name or address during the year?				
Principal Business Activity				
S Corporation Representative:				
Full Name				Title
Email				Phone
Principal Shareholders Ownership Information				
Full Name	Title	Tax ID number (SS#)	Address	Ownership percentage
S Corporation Specific Questions				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation hold an annual meeting with shareholders with a record of minutes maintained?			
<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	Is any shareholder in the corporation a disregarded entity, a partnership, a trust, an S corporation, or an estate?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation own directly 20% or more, or own, directly or indirectly, 50% or more of the total stock issued and outstanding of any foreign or domestic corporation?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation own directly an interest of 20% or more, or own, directly or indirectly, 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	Did the corporation have any outstanding shares of restricted stock at the end of the tax year?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation have any outstanding stock options, warrants, or similar instruments at the end of the tax year?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation have any non-shareholder debt that was cancelled, forgiven, or had terms modified to reduce amount of principal?			
<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	At any time during the year, did the corporation have an interest in, or signature authority over a financial account in a foreign country?			
Nonemployee compensation				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation pay \$600 or more of nonemployee compensation to any individual?			
	If yes, include a copy of Form 1099-MISC for each.			

S Corporation - Documents required checklist

<input type="checkbox"/>	Bookkeeping records such as Quickbooks file or filled out Manual Profit & Loss
<input type="checkbox"/>	New assets information (bill of sale or receipt, downpayment, closing documents)
<input type="checkbox"/>	New loan documents
<input type="checkbox"/>	Current loan balances as of 12/31 (ex. year-end statement) including loans paid off during tax year
<input type="checkbox"/>	Payroll Documents, if applicable
<input type="checkbox"/>	Form W-3 including W-2s
<input type="checkbox"/>	Form 940
<input type="checkbox"/>	Quarterly Forms 941, IL-941 & UI-3/40
<input type="checkbox"/>	Form 1099 including all 1099-MISC, if applicable
<input type="checkbox"/>	Sales Taxes, if applicable

NEW CLIENTS ONLY - Additional Documents required

<input type="checkbox"/>	If this is the first year of the entity's existence please provide:
<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	FEIN Letter
<input type="checkbox"/>	Copy of form 2553 & IRS Acceptance letter
<input type="checkbox"/>	Copies of returns for the last 3 years, including state returns.
<input type="checkbox"/>	Depreciation Schedules

Tax Return Preparation

We will prepare the corporation's tax return based on information provided. In the event the return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of the corporation's return do not include auditing, review, or any other verification or assurance.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If additional information is received after we begin working on the return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.
- You should keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities.

Taxpayer signature

Date

MANUAL PROFIT & LOSS

Business Asset Purchases & Improvements		
Date Purchased	Description	Amount
Business Asset Sales & Dispositions		
Date of disposition		Sale Price
Loans & Liabilities		
Description of Loan or credit Card		Balance as of 12/31
Bank Reconciliation		
Balance at the end of the tax year		
Income		
Gross Receipts or Sales		
Returns and Allowances (Discounts)		()
Gross Profit		
Other Income		
Inventory		
Inventory at Beginning of Year		
Inventory at the End of the Year		

Deductions	
Compensation of Officers	
Salaries & Wages (W-2 Employees ONLY)	
Repairs - Equipment	
Repairs - Other	
Rent - Office rent	
Rent - Storage	
Rent - Vehicles & machinery	
Rent - Other	
Taxes - State	
Taxes - Payroll	
Taxes - Sales	
Taxes - Business Property	
Business Licenses & Permits	
Advertising	
Interest - Mortgage	
Interest - Loans	
Interest - Credit Cards	
Interest - Other	
Materials & Supplies	
Small Tools Under \$ 500.00	
Cost of Labor (Subcontractors)	
Commissions & Fees	
Car & Truck Expenses (Fill out Auto Expense Detail - page 4)	
Tollways	
Parking	
Telephone	
Fax	
Internet	
Business Insurance - Liability	
Business Insurance - W/C	
Business Insurance - Professional	
Business Insurance - Other	
Accounting	
Legal Fees (Attorneys etc.)	
Office Expenses	

Postage & Delivery	
Merchant Fees	
Bank fees	
Dues & Subscriptions	
Business gifts (Limited to \$ 25.00 per person)	
Education Expenses	
Utilities	
Uniforms	
Dry Cleaning	
Business Travel	
Business Meals	
Other:	
Other:	

CAR & TRUCK EXPENSE REPORT

Vehicle information		
Name of Owner/Lessee		
Make	Model	Year
Date Vehicle was placed in service (for business use):		/ /
Business use procentage		%
Is this vehicle purchased or leased?		<input type="checkbox"/> Purchase <input type="checkbox"/> Lease
Is there another car available for personal use?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Car & Truck Expenses Based on Mileage		
Odometer reading as of January 1st		
Odometer reading as of December 31st		
Total mileage for the year		
Business miles		
Personal miles		
Car & Truck Expenses Based Actual Expenses		
Gas		
Oil Changes		
Repairs		
Car Washes		
Licenses		
Registration fees		
Insurance		