



**CORPORATION TAX ORGANIZER (FORM 1120)**

Corporation Name \_\_\_\_\_ Tax Period \_\_\_\_\_  
Address \_\_\_\_\_ Federal ID# \_\_\_\_\_  
\_\_\_\_\_ State ID# \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

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

- |  | <u>DONE</u> | <u>N/A</u> |
|--|-------------|------------|
| 1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns.   | _____       | _____      |
| 2. Details of changes in stock ownership.  | _____       | _____      |
| 3. For each corporate officer; SSN, compensation, percentage of ownership and time devoted to business.<br>For each shareholder, their percentage of ownership and relationship, if any, to other shareholders.  | _____       | _____      |
| 4. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.  | _____       | _____      |
| 5. Copies of all deferred compensation plans and agreements.   | _____       | _____      |
| 6. Copies of all federal and state payroll reports filed including Forms W-2/W-3, 940, 941.  | _____       | _____      |
| 7. Copies of Forms 1096/1099, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 <b><u>filed by the corporation.</u></b>   | _____       | _____      |
| 8. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 <b><u>received by the corporation.</u></b>  | _____       | _____      |
| 9. List of all entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state and local income tax payments and refunds.  | _____       | _____      |
| 10. Schedule of all interest and dividend income not included on Forms 1099.   | _____       | _____      |
| 11. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions. Provide copies of invoices, if applicable. | _____       | _____      |
| 12. Copy of the inventory uniform capitalization computation.  | _____       | _____      |
| 13. Schedule of charitable contributions (cash and non-cash).  | _____       | _____      |
| 14. Detail of any lobbying expenses.   | _____       | _____      |
| 15. List of potential non-deductible expenses, such as penalties and life insurance premiums.  | _____       | _____      |

16. Schedule of any club dues paid.

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17. Vehicle and mileage data for company-owned passenger vehicles.

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2011 AICPA, In

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|--|-------------|------------|
| 18. Information to compute the domestic production activities deduction.   | <u>DONE</u> | <u>N/A</u> |
| 19. List of all entries in miscellaneous income/expense accounts.  |             |            |
| 20. Detail of meal and entertainment expenses.   | _____       | _____      |
| 21. List each type of trade, business, or rental activity and date started or acquired.  | _____       | _____      |
| 22. List of activities conducted in other states, including gross receipts inventory, real and personal property, payroll, and rents by state.   | _____       | _____      |
| 23. Can the Internal Revenue Service discuss questions about this return with the preparer?<br>Yes ___ No ___  | _____       | _____      |
| 24. Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts. Note that this is separate and distinct from any potential filing requirement at 25) below.  |             |            |
| 25. Determine if Form 8938 is needed to report specified foreign financial assets. New for 2011. § 6038D, enacted as part of the HIRE Act. Notice 2011-55 defers the deadline to report until issuance of Form 8938. Note that this is separate and distinct from any potential filing requirement at 24) above. | _____       | _____      |
|  | _____       |            |
|  | _____       |            |



Dear

This letter is to confirm our understanding of the terms and objectives of our engagement and to clarify the nature and extent of the professional services we will provide. We will perform our services in accordance with the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

***Scope of Engagement and Responsibilities***

We will prepare your 20 Federal and California state (circle: Corporate, Partnership or LLC) income/franchise tax returns. We will provide tax planning and accounting assistance as you request. You are responsible for determining your federal, state and local tax filing obligations with respect to all federal, state and local tax authorities including but not limited to income, franchise, sales and use, information (i.e. Form 1099) and excise taxes. You agree that we have no responsibility to research these obligations or to inform you of them. We will not be responsible for advising you with respect to independent contractor status as part of our services. If you have any questions regarding the classification of employees versus independent contractors, we strongly encourage you to consult with legal counsel experienced in employment related matters.

You agree to review all tax returns and verify that all income and expenses have been correctly stated. If any information is not true and accurate, you agree to notify us to have the returns corrected. You further agree to have us file your returns electronically with the Internal Revenue Service Center and appropriate state agencies, as available. However, you must sign the E-file authorization forms before they can be electronically transmitted. If you specifically request in writing to opt out of the E-file program you agree that it is your responsibility to properly mail the returns.

We will prepare your returns from information that you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. Our work in connection with your income tax returns does not include any procedures designed to discover fraud, thefts, or other irregularities, should any exist. This engagement does not include responding to inquiries by any governmental agency or tax authority. If your tax return is selected for examination or audit, you may request that we assist you in responding to such inquiry. In that event, we would be pleased to discuss providing assistance to you under the terms of a separate engagement letter for that specific purpose.

You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that your expenses, if any, for, but not limited to, meals, entertainment, travel, business gifts, charitable contributions, dues and memberships, and vehicle use are supported by records as required by law. It is important for you to know that penalties may be imposed on you as the taxpayer for an understatement of tax liability. You are responsible for retaining all documents, canceled checks and other data that provide evidence and support for your reported income and deductions on your returns. You may need to provide these documents to a taxing authority to substantiate the accuracy and completeness of the returns.

We will use our judgment to resolve questions in your favor where a tax law is unclear if there is reasonable justification for doing so. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities, we will explain the possible positions that may be taken on your return. We will follow whatever position you request, so long as it is consistent with the current codes and regulations and their interpretations. If the IRS or state tax authorities should later contest the position taken, there may be an assessment of additional tax, interest, and penalties. We assume no liability for any such additional tax, interest, and penalties or other fees and assessments. Should you receive correspondence from a tax authority regarding tax returns we prepared please furnish a copy to our office immediately.

***Fees and Billings***