



**S CORPORATION TAX ORGANIZER (FORM 1120S)**

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 shareholder, TIN, compensation, percentage of ownership, relationship to other shareholders, time devoted to business, date ownership acquired and detail of distributions received.   | _____       | _____      |
| 4. Schedule of all fringe benefits paid on behalf of more than 2% shareholders (and their relatives) and indicate which benefits have been included in their Forms W-2.  | _____       | _____      |
| 5. Schedule of loans to/from shareholders, officers and related parties, including interest rates and payment schedules.   | _____       | _____      |
| 6. Copies of all deferred compensation plans and agreements.   | _____       | _____      |
| 7. Copies of all federal and state payroll reports including Forms W-2/W-3, 940, 941.  | _____       | _____      |
| 8. Copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 <b><u>filed by the corporation.</u></b>   | _____       | _____      |
| 9. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 <b><u>received by the corporation.</u></b>   | _____       | _____      |
| 10. Schedule of built-in gains.  | _____       | _____      |
| 11. 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.   | _____       | _____      |
| 12. Schedule of all interest and dividend income, not included on Forms 1099.  | _____       | _____      |
| 13. 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. | _____       | _____      |
| 14. Copy of the inventory uniform capitalization computation.  | _____       | _____      |

15. Schedule of charitable contributions (cash and non-cash).

\_\_\_\_\_

2011 AICPA, Inc.



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Simplifying a regulated world

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	<u>DONE</u>	<u>N/A</u>
16. Detail of any lobbying expenses.	_____	_____
17. Schedule of any club dues paid.	_____	_____
18. List of potential non-deductible expenses such as penalties and life insurance premiums.	_____	_____
19. Vehicle and mileage data for company-owned passenger vehicles.	_____	_____
20. Information to compute the domestic production activities deduction.	_____	_____
21. List of all entries in miscellaneous income/expense accounts.	_____	_____
22. Detail of meal and entertainment expenses.	_____	_____
23. List of each type of trade or business activity or rental activity, indicating the date started or acquired.	_____	_____
24. List of activities conducted in other states, including gross receipts inventory, real and personal property, payroll, and rents by state.	_____	_____
25. Can the Internal Revenue Service discuss questions about this return with the preparer? Yes ___ No ___		
26. 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 27) below.	_____	_____
27. 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 26) above.	_____	_____

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