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TAX ORGANIZER FOR BUSINESS / CHECKLIST POUR LES SOCIETES - 2023

Business name / <i>Nom de la société</i>	=
Business address / <i>Adresse de la société</i>	=
Business tax ID / <i>Immatriculation (EIN)</i>	=
Business telephone (US) / <i>Telephone US</i>	=
Business activity / <i>Activité de la société</i>	=
Business representative / <i>Representant</i>	=
Business structure / <i>Structure (CIRCLE)</i>	= Sole proprietor / Single member LLC / Multi-member LLC / S-Corp. / C-Corp.

Membership / Actionnariat	
Number of members / <i>Nombre d'associés</i>	=
For each member / <i>Pour chaque associé:</i>	
Name / <i>Nom</i>	=
Address / <i>Adresse</i>	=
Citizenship / <i>Citoyenneté</i>	=
Ownership / <i>% de détention</i>	=

Documents	YES	NO	Attach / <i>Justificatifs à joindre:</i>
IRS communication received	<input type="checkbox"/>	<input type="checkbox"/>	notices
STATE communication received	<input type="checkbox"/>	<input type="checkbox"/>	
Beneficiary Owner Information Report (2024)	<input type="checkbox"/>	<input type="checkbox"/>	Fincen BOI report
Organization documents (new client)	<input type="checkbox"/>	<input type="checkbox"/>	CP575 + Operating agreement + Article of organization
Prior year tax return (new client)	<input type="checkbox"/>	<input type="checkbox"/>	prior year tax return
Records / <i>Fichier comptable</i> (new client)	<input type="checkbox"/>	<input type="checkbox"/>	Access to QuickBooks Online
Other documents / <i>Autre document</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Financial accounts	YES	NO	Attach / <i>Justificatifs à joindre:</i>
Bank accounts / <i>Comptes bancaires</i>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly Statements / <i>Relevés mensuels</i>
Credit card accounts / <i>Cartes de crédit</i>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly Statements / <i>Relevés mensuels</i>
Merchant accounts / <i>Compte Marchand</i>	<input type="checkbox"/>	<input type="checkbox"/>	1099-K
Brokerage accounts / <i>Compte d'investissement</i>	<input type="checkbox"/>	<input type="checkbox"/>	1099-INT – 1099-B – 1099-DIV
Other financial account / <i>Autre compte</i>	<input type="checkbox"/>	<input type="checkbox"/>	



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updated 01/04/24

Operations	YES	NO	Attach / Justificatifs a joindre:
Payments to Employees / <i>Employés</i>	<input type="checkbox"/>	<input type="checkbox"/>	W3, W2, 941, 940, RT6
Payments to Contractors / <i>travailleurs indépendants</i>	<input type="checkbox"/>	<input type="checkbox"/>	1099-NEC
Business vehicle / <i>Vehicule société</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Bill of sale + Mileage log</i>
Sales Tax	<input type="checkbox"/>	<input type="checkbox"/>	DR15
Personal use of business assets / <i>utilisation perso.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Detail</i>
Home office / <i>bureau à la maison (Schedule C)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Square footage of home & of business office</i>
Rental activity / <i>Activité immobilière</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Real estate tax organizer / Questionnaire immobilier</i>
Is this a final return? / <i>Dernière année d'activité?</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Transactions/ Autres transactions		Contributions / <i>apports d'associés</i>	\$ =
Petty cash / <i>Solde espee</i>	\$ =	Distributions / <i>retraits d'associés</i>	\$ =
Cash transaction >\$10K	\$ =	Loan with 3 rd party / <i>Prêts a un tiers</i>	\$ =
Equipment purchased / <i>Achat d'équipement</i>	\$ =	Loan with owner / <i>Prêts a un associé</i>	\$ =
Equipment sold / <i>vente équipement</i>	\$ =	Inventory / <i>Stock</i>	\$ =
Equipment rented / <i>location d'équipement</i>	\$ =	Tax payments / <i>Reglements d'impôt</i>	\$ =
Equipment disposed / <i>mise au rebut</i>	\$ =	Retirement contributions / <i>Retraite</i>	\$ =
Digital transactions (<i>Bitcoin, Gemini, NFT etc</i>)	\$ =	Energy efficient (<i>solar, electric, etc</i>)	\$ =
Health premiums / <i>Cotisations medicale</i>	\$ =	Grant / <i>Subventions</i>	\$ =
Transactions outside business bank account	\$ =	Guaranteed payments	\$ =

Foreign Activity / Activité à l'étranger	YES	NO
Foreign bank accounts / <i>Comptes bancaires à l'étranger</i>	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Assets / <i>Actifs à l'étranger</i>	<input type="checkbox"/>	<input type="checkbox"/>
Stock, securities in foreign financial account / <i>Portefeuilles d'actions à l'étranger</i>	<input type="checkbox"/>	<input type="checkbox"/>
Shares / Interest in foreign entity / <i>Parts dans une société à l'étranger</i>	<input type="checkbox"/>	<input type="checkbox"/>
Transactions with other countries / <i>Transactions avec l'étranger</i>	<input type="checkbox"/>	<input type="checkbox"/>
Other foreign activity / Autre transaction avec l'étranger	<input type="checkbox"/>	<input type="checkbox"/>

Other info / Autres infos	
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To the best of my knowledge the information in this tax organizer is correct and includes all income, deductions, and other information necessary for the preparation of this year's income tax returns for which I have adequate records.

Name, Signature, Date _____



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