

## 1065 & 1120 Business Tax Organizer– EN

### Shareholder Information:

1. Names, SSNs, Percent ownership, Ownership acquisition date, Distribution details
2. Driver's License (Taxpayer & Spouse)
3. Current Address (If Different from Driver's License)

### Last Year's Federal and State Tax Returns

1. If applied.
2. New business please provide EIN, State Tax ID, Organization Articles, Business Start Date, and other necessary business information.

### Current Financial Statements and Bookkeeping Records

1. Profit & Loss Statement
2. Balance Sheet - If total business income (before deductions) is more than \$250,000, or Corporation/S corporation year-end assets are more than \$250,000 or partnership/LLC year-end assets are more than \$1,000,000.

### Business Bank Information (Option for 1120 C-Corp)

1. Routing number
2. Account number

### Income Records:

1. 1099-K
2. 1099-NEC
3. 1099-MISC

### Estimated Tax Payments for 1120 C-Corp

1. Gather all paperwork related to tax payments made during year.

**Sold or Purchased Assets**

1. Keep proper documentation of all business-related assets you've bought or sold during the year (purchase orders, invoices, receipts or checks, etc.).

**Salaries and Wages Paid to Employees**

1. Copies W-3 forms along with
2. Federal Form 940 and State UI Tax Reports

**Commissions to Subcontractors**

1. Form 1096 - Summary of Form 1099-MISC or Form 1099-NEC to some vendors or non-employee contractors you paid for services of \$600 or more.

**Fringe Benefits to Employees**

1. Keep records of any benefits offered to employees. This could include:
  - Employer-based pension/profit sharing contributions
  - Employer-paid HSA contributions
  - Employer-paid health insurance premiums