

This organizer is designed to assist you in gathering the information necessary to prepare the current year's tax returns. Please complete it in full and provide details and documentation as requested (documents may be provided electronically).

The Internal Revenue Service (IRS) matches information returns with amounts reported on income tax returns. A negligence penalty may be assessed where income is unreported. Accordingly, all Forms 1099, Schedules K-1 and other information returns reflecting amounts reported to the IRS should be submitted with this organizer.

An engagement letter explains the services that will be provided to the corporation. *(If sending a hard copy)* Please sign a copy of the enclosed engagement letter and return it in the enclosed envelope and maintain the other copy for your records. *(If sending an electronic copy)* You should have received a link to electronically sign and submit the engagement letter. Please electronically sign the agreement as soon as possible.

Your corporate income tax returns are due on \_\_\_\_\_. In order to meet this filing deadline, your completed tax organizer needs to be received no later than \_\_\_\_\_. Any information received after this date may require an extension to be filed for this return.

Your return will be electronically filed unless otherwise requested or ineligible for e-file. The request to opt out of e-filing may require you to sign a form that will be filed with the taxing authority(ies).

If an extension of time is required, any tax that may be due must be paid with the extension. Any taxes not paid by the filing deadline may be subject to penalties and interest when those taxes are actually paid.

We look forward to providing services to you. Should you have questions regarding any items, please do not hesitate to contact \_\_\_\_\_.

Email \_\_\_\_\_ Phone \_\_\_\_\_

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Certification:

The undersigned certifies, to the best of his or her knowledge, that the information documented in and provided with this organizer is complete and accurate.

Certified by \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

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Organization name \_\_\_\_\_ Telephone no. \_\_\_\_\_

Address \_\_\_\_\_

Fax no. \_\_\_\_\_

Contact person \_\_\_\_\_ Contact email address \_\_\_\_\_

Corporate website \_\_\_\_\_

Tax period \_\_\_\_\_ Federal ID no. \_\_\_\_\_ State ID no. \_\_\_\_\_

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Provide a general ledger, trial balance, balance sheet and profit and loss statement by activity. Provide electronically in Microsoft Excel, if possible.

If you use QuickBooks or a similar accounting program, please provide access or an accountant's copy of your file. If you need help providing a copy, contact our office. If the file is password protected, contact us for a secure method to communicate the password to us.

In addition, provide the below information.

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	Yes/ Done	No/ N/A
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**100) General information**

► 101) If this is the first year we will prepare your tax return(s), provide the following from your files or your prior accountant:

1. Tax returns for the prior three years
  2. Depreciation schedules
  3. List of all investments
  4. All tax carryforward schedules, such as net operating losses, tax credits, charitable contributions, etc.
  5. Shareholder buy or sell agreements
  6. Copies of rulings issued by the IRS or other tax authorities
  7. Copies of corporate documents, such as articles of incorporation and bylaws
  8. Copies of any tax elections or revocations in effect
  9. Copy of Form 8832 and acceptance letter from the IRS if an entity classification election has been made
  10. Permission to contact the predecessor preparer for this tax return  
If permission is granted, please provide the predecessor's contact information.
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S corporations only

11. Copy of the S election filed with the IRS (Form 2553) and the S election acceptance letter from the IRS

12. A list of all shareholders and the following information:

- a) Name
- b) Address
- c) Tax identification number
- d) Type of entity
- e) Number of shares or percentage of ownership
- f) Did the shareholder participate more than 500 hours?

13. Do all outstanding shares have identical rights to distribution and liquidation proceeds?

14. Shareholder basis schedules

15. If the corporation was a C corporation prior to making the S election, provide a copy of the schedule of accumulated earnings and profits.

- a) If the corporation was a C corporation during anytime in the past five years, or if has acquired assets from a C corporation in the past five years in a non-taxable corporate acquisition, merger, or liquidation, provide a schedule of net built-in gains and losses.

16. Has the corporation elected a fiscal year-end? If yes, provide a copy of Form 8716, *Election to Have a Tax Year Other Than a Required Tax Year*, Form 8752, *Required Payment or Refund Under Section 7519*, and the last Form 8752 filed.

17. Does the corporation engage in more than one trade or business activity, such as an additional service or rental activity? If yes, provide details.

▶ 102) Has the corporation been notified of any changes to previous returns by any taxing authority? If yes, provide copies of all correspondence.

▶ 103) Provide a schedule of ownership changes during the year, including dates and number of shares or percentage of ownership.

▶ 104) Did the corporation make payment(s) to foreign person(s) that would require it to file an annual withholding tax return (Forms 1042 and 1042-S)?

▶ 105) Have there been any changes to the shareholders' buy or sell agreement(s)? If yes, provide a copy(ies).

▶ 106) Has the corporation updated its minute book for the year? If yes, provide a copy.

▶ 107) Describe the principal business activity of the corporation:

1. Did the corporation purchase or sell a business or business segment during the year? If yes, provide a copy of the contract or agreement.

2. Did the corporation engage in any new activities during the year? If yes, describe the new business on an attached sheet.

3. Did the corporation discontinue operations this year? If yes, provide details.

► 108) Does the corporation have any employee benefit plans? If yes, provide copies of the plan documents and any contribution amounts, if available. Also, be advised you may be required to file an annual report (Form 5500).

► 109) Did the corporation include taxable fringe or welfare benefits, such as health insurance, group-term life insurance, educational assistance, non-accountable expense allowances and personal use of corporate vehicles in compensation on employees' Forms W-2 and, if applicable, subject such amounts to payroll taxes?

### S corporations only

► 110) Have fringe benefits paid on behalf of more-than-two-percent shareholders (including, but not limited to, medical, life insurance, disability and housing) been included in the shareholder's compensation and subjected to payroll taxes, if applicable? Indicate to which accounts these amounts have been posted. Note that these rules also apply to relatives of more-than-two-percent shareholders.

► 111) At year end, did the corporation own, directly or indirectly, 50% or more of the voting stock of a domestic corporation? If yes, provide a copy of that corporation's current tax return and indicate the percentage owned.

Ownership percentage: \_\_\_\_\_

► 112) Did the S corporation pay any elective passthrough entity tax in any state during the year?

► 113) If a trust acquired shares of the corporation during the year, provide a copy of the trust agreement and any QSST or ESBT election made with respect to the trust.

► 114) At year end, did any corporation, individual, partnership, trust or estate own, directly or indirectly, 50% or more of the corporation's voting stock? If yes, provide the following information for all owners:

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Identification no.: \_\_\_\_\_ Ownership percentage: \_\_\_\_\_

2. Was such owner a person other than a U.S. citizen?

► 115) Do the shareholders owning 80% or more of this corporation own 80% or more of any other corporation? If yes, provide a copy of the corporate tax returns.

► 116) Is this corporation a shareholder of any foreign corporation? If yes, identify each corporation.

\_\_\_\_\_

► 117) Is this corporation a partner in any foreign partnership? If yes, identify each partnership.

\_\_\_\_\_

► 118) Did this corporation own a disregarded entity for tax purposes at any time during the year? If yes, provide details.

\_\_\_\_\_

- 119) Did the corporation, at any time during the year, have an interest or signature authority in a foreign bank or securities account or control a foreign entity with a foreign bank or securities account? If the aggregate value of all the accounts exceeded U.S. \$10,000 at any time during the year and you are engaging us to complete your Report of Foreign Bank and Financial Accounts (FBAR) on FinCEN Form 114, complete the following:

Name and address of financial institution	Account type (bank/ securities/ other)**	Account number	Maximum value during the year*	Currency and exchange rate used	Held separately (S) or jointly (J) or signature authority (SA)	Joint owner's name(s), address, and U.S. taxpayer identification number (if any)

\* Please provide the highest value at any time during the year in the foreign currency.

\*\* Treasury guidance presently (Form 114, *Report of Foreign Bank and Financial Accounts*) defines a foreign financial account as any bank, securities, securities derivatives or other financial instruments account. These accounts generally encompass any accounts in which the assets are held in a commingled fund and the account owner holds an equity interest in the fund (mutual fund). The term also means any savings, demand, checking, deposit, time deposit, debit card or credit card maintained with a financial institution or other person engaged in the business of a financial institution. A financial account also includes a commodity futures or options account, an insurance policy with cash surrender value (whole life) and an annuity policy with cash surrender value.

- 120) Does an individual own (directly, indirectly or constructively) at least 80% of the voting stock of the corporation and does the corporation have at least 50% of its assets produce or held for the production of passive income (dividends, interest, etc.)?

If yes, does the corporation have an interest in specified foreign financial assets valued at more than \$50,000 on the last day of the tax year, or more than \$75,000 at any time during the year? If yes, please complete the following schedule (only include assets not previously listed for FinCEN 114 reporting).

Description of asset	Identifying number	Date asset acquired or disposed of during the year	Maximum value of asset during the tax year	Currency/exchange rate	If asset is stock of a foreign entity, provide name, type and mailing address	If asset is not a stock of a foreign entity, provide name of issuer, type and mailing address

- 121) Was the corporation the grantor or transferor to a foreign trust during the year? If yes, provide details.

- 122) During this taxable year, did the corporation pay dividends? If yes, attach a schedule reflecting date declared, date paid, amount and form of payment (cash, other).

- 123) Did one foreign person, at any time during the tax year, own directly or indirectly, 25% or more of the total voting power or value of all classes of stock of the corporation? If yes:

Percentage owned \_\_\_\_\_ Owner's country \_\_\_\_\_

- 124) Provide copies of all federal and state payroll tax reports, including Forms W-2/W-3, 940 and 941.

- 125) Did the corporation make any payments that would require it to file a Form 1099?

If yes, did the corporation file all Forms 1099?

Note: In general, Form 1099 will be required to be issued to each person to whom was paid at least \$600 (increases to \$2,000 for 2026). There are other situations for which Form 1099 will be required. Note that the e-file threshold for returns to be filed on or after Jan. 1, 2023 is 10 (compared to 250 for previous years).

- 126) Provide copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 and FBAR (FinCEN Report 114) filed by the corporation.

- 127) Provide copies of Forms 1099, 1099B, 1099-DA, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 and W-8 BENs received by the corporation.

► 128) Provide a schedule of interest and dividend income not included on Forms 1099.

► 129) Did the corporation receive or sell, exchange, gift or otherwise dispose of a digital asset or a financial interest in a digital asset? If yes, provide details, including Forms 1099-DA and cost basis information. Digital assets are any digital representations of value that are recorded on a cryptographically secured distributed ledger or any similar technology. For example, digital assets include non-fungible tokens (NFTs) and virtual currencies, such as cryptocurrencies and stablecoins.

► 130) Did the corporation have loans to or from shareholder(s) and other related parties during the tax year?

If yes, provide a schedule indicating the amount of the loan, date of transaction, interest rate and payments. Also, provide a copy of the note if not previously provided.

► 131) If the corporation is more than 50% owned by five or fewer shareholders, does the shareholder group own controlling interests in any other business? If yes, provide details.

► 132) Did the corporation refinance or restructure any outstanding debt this year? If yes, provide documentation.

► 133) Does the corporation do business in more than one state?

If yes, list the states. \_\_\_\_\_

1. Provide copies of supporting schedules reflecting inventory, real and personal property, rents, payroll and sales by state.

► 134) Can the IRS or other tax authorities discuss questions about this return with the preparer?

► 135) Does the corporation file use tax returns in any states?

► 136) Does the corporation have any unpaid use tax?

► 137) Did the corporation receive any cash payments (excluding checks) of more than \$10,000 in the current year in one transaction or two or more related transactions? If yes, was Form 8300, *Report of Cash Payments over \$10,000 Received in Trade or Business*, filed?

► 138) Is this a final return?

► 139) Has the corporation evaluated any changes in any accounting methods during the year?

► 140) Does the corporation have a capitalization policy in place? What is the dollar threshold?

1. Does the corporation want to apply the de minimis capitalization safe-harbor threshold of \$2,500 for certain taxpayers as noted in IRS Notice 2015-82?

► 141) Did the corporation file a claim on Form 941X for an employee retention credit (ERC) for any quarter in 2020 or 2021 during the year and receive the refund during the year? If so, was the corporation's income tax return amended for the applicable period prior to receiving the refund?

1. Did the corporation have an ERC claim denied during the current year? If so, provide details.

200) Income

- ▶ 201) Did the corporation own securities that became worthless or have loans that became uncollectible during the year? If yes, provide details.

▶ 202) Did the corporation acquire, sell or dispose of any assets used in its business? If yes, provide a schedule listing:

– Description of asset sold (Closing Disclosure for real estate)

– Date acquired/sold (including placed in service date)

– Selling expenses

– For purchased property, whether acquired from a related person/entity

– Details on whether the property was contributed by a shareholder

– Sales price or purchase price

– Original cost or basis

– Depreciation claimed in prior years

▶ 203) Did the corporation make any sales qualifying for the installment method of reporting? If yes, attach a copy of the agreement, a schedule of the payments received and the beginning-of-year contract balance. Provide an amortization schedule, if available.

▶ 204) Were there any sales or exchanges during the year between the corporation and a shareholder or other related party? If yes, provide a detailed schedule.

▶ 205) Did the corporation engage in any bartering activity during the year? If yes, provide a schedule of all such activities.

▶ 206) Did the corporation receive any contribution in aid or construction or any other contribution from a customer or potential customer or any contribution from any governmental entity or civic group (other than contributions made by a shareholder in its capacity as a shareholder)? If yes, provide the amount of any such contributions and indicate the accounts to which these contributions were posted.

▶ 207) Did the corporation have any foreign sales? If yes, provide the amount of sales by country.

300) Deductions and credits

- ▶ 301) Provide information for corporate officers and directors.

Name	Title	Social Security number	% time devoted to business	% stock owned		Compensation
				Common	Preferred	



- ▶ 302) Does the corporation compensate employees or directors using restricted property, including options to purchase stock or restricted stock? If yes, provide details regarding the applicable terms of employment and any related grants, elections, exercises and/or vesting events during the tax year, including copies of any notices to and elections by employees.
- ▶ 303) Provide copies of all schedules supporting the calculation of the amount of general and administrative expenses required to be capitalized in ending inventory or associated with self-constructed assets.
- ▶ 304) Is there a written acknowledgment for any charitable contribution made of \$250 or more? Note that receipts or bank records must be provided as documentation for all cash contributions.
1. Did the corporation make any non-cash contributions, such as inventory or property? If yes, provide details by account posted. Provide an appraisal and donee confirmation if over \$5,000.
  2. Did the corporation make any contributions during the tax year to college institutions for the right to purchase tickets or seats at athletic events? If yes, provide details.
  3. Did the corporation make political contributions during this tax year? If yes, provide details by account posted.
- ▶ 305) Did the corporation incur any expenses to influence legislation (lobbying)? If yes, provide a schedule of lobbying expenses and indicate to which accounts these expenses were posted.
- ▶ 306) Does the corporation pay life insurance premiums (other than group-term life) for officers of the corporation? If yes, provide amounts and indicate to which accounts these expenses were posted.
- ▶ 307) Did the corporation purchase life insurance on any employee after Aug. 17, 2006, in which the corporation is the beneficiary? If yes, have employees been notified? Provide a copy of the report of employer-owned life insurance contracts (Form 8925).
- ▶ 308) Did the corporation pay penalties or fines? Did the corporation pay or incur any amounts to, or at the direction of, a government or governmental entity in relation to the violation of any law or the investigation or inquiry by such government or entity into the potential violation of any law during the tax year? If yes, list amount(s) and indicate the reason for the penalty, fine or other expense and which accounts these expenses were posted.
- ▶ 309) Did the corporation pay or incur any expenses, including settlements, other payouts or attorney fees, related to a sexual abuse or sexual harassment claim if the payments are subject to a nondisclosure agreement? (Note: This question is being asked due to a provision enacted that prohibits a deduction for these types of payments.) If yes, provide amounts and indicate to which accounts these expenses were posted.
- ▶ 310) Does the corporation own or lease any passenger vehicles? If yes, provide the following information for each vehicle (note that certain exceptions may apply for companies with more than five vehicles):
- |   |                          |
|---|--------------------------|
| – Vehicle description                         | – Date placed in service |
| – Total miles                                 | – Business miles         |
| – Average daily round trip commuting distance | – Commuting miles        |
| – Other personal miles                        |                          |
1. Does the corporation have evidence to support the claimed business use?  
  
If yes, is the evidence written?
  2. Were the vehicles available for personal use during off-duty hours?
  3. Were the vehicles used primarily by a more-than-five-percent owner or related person?

4. Is another vehicle available for personal use?

5. Provide a copy of the lease for any leased vehicles. If not available, provide the following:

- Date of lease
- Fair market value at inception
- Term of the lease
- Lease payments

► 311) Regarding the corporate policy for vehicles:

1. Does the corporation maintain a written policy that prohibits all personal use of vehicles, including commuting, by employees?
2. Does the corporation maintain a written policy that prohibits personal use of vehicles, excluding commuting, by employees?
3. Does the corporation treat all use of vehicles by employees as personal use?
4. Does the corporation provide more than five vehicles to employees and retain the information received from employees concerning the use of the vehicles?
5. Does the corporation require or maintain copies of vehicle logs?

► 312) Did the corporation provide any qualified transportation fringe benefits to employees? If yes, enter amount and indicate to which accounts these expenses were posted.

► 313) Did the corporation have any meals and/or entertainment expenses? If yes, provide details by account, including separate information for business meals and entertainment. Note that activities considered to be entertainment are not deductible.

► 314) Did the corporation pay any social or entertainment club dues? If yes, provide details by account posted.

► 315) Will all compensation-related accruals (including vacation pay) be paid within 2½ months of year end? If no, provide details of unpaid amounts.

1. Is anyone with respect to the above question a 2% or greater shareholder of an S corporation?

2. Is anyone with respect to the above question a 2% or greater shareholder of a C corporation?

► 316) Are there any unpaid expenses to shareholder(s) at year end? If yes, provide detail.

► 317) Provide copies of certification for employees of target groups and associated wages paid qualifying for the work opportunity tax credit.

► 318) Provide details of health insurance premiums paid for employees, including a copy of Form 1094-C, if applicable.

► 319) Did the corporation provide paid medical and family leave to employees pursuant to a written policy? If yes, provide a copy of the policy and, for each applicable employee, the amount of wages paid, the employee's normal hourly wage rate and the number of hours of leave for which the employee was paid.

► 320) Did the corporation have any domestic research and experimental (R&E) expenditures in the current year and/or for the years 2022–2024?

1. Was an election made on the 2024 return to deduct R&E expenditures?

a. If so, were 2022 and 2023 returns amended to reflect the election if R&E expenditures were made?

2. Was an R&D tax credit study performed? If so, provide details.

► 321) Did the corporation participate in a cost segregation study this year? If so, provide the report.

► 322) Did the corporation purchase and place in service any energy efficient property during the year? If so, provide details.

Note that most energy-related tax credits are set to expire due to new legislation. It is important to note the placed in service dates to determine if expenditures still qualify for credits in the current year.

1. Has the corporation elected, or does it wish to elect, to transfer any energy-related tax credits as permitted under the Inflation Reduction Act?

► 323) Did the corporation have any property, operations or books and records in a presidentially declared disaster area during the year? If yes, provide details.

► 324) Provide details of any federal and state estimated tax payments made, including the date paid and the amount.

Comments/explanations

In applying the tax guidance included in this resource, the practitioner should, using professional judgment, assess the relevance and appropriateness of such guidance to specific circumstances. The tax guidance in this document has been reviewed by the AICPA Tax Division staff and the Tax Practice Management Committee and the Annual Tax Compliance Kit Task Force associated with this subject.

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