Tax Organizer for Corporate Returns 1120 and 1120s Returns

Use this Organizer for Corporations or LLCs (Taxed as Corporations)

Corporation Tax Organizer 2011

IMPORTANT

We will be unable to complete your tax return until we have received all necessary pages of the organizer including the client statement, payment information & partnership information pages.

BOSS Business Services Tax Department 3225 McLeod Drive, Suite 100 Las Vegas, Nevada, 89121 Toll Free: 888-969-2677 Local: 702-214-1100 Fax: 702-664-0547 E-Mail: taxdept@bossoffice.com

INSTRUCTIONS

- ✓ Please attach a copy of your previous year tax return if not prepared by BOSS.
- \checkmark Complete the sections pertaining to your tax reporting requirements.
- Please check the organizer to make sure you are furnishing all the information needed to complete your return correctly and accurately.
- ✓ Use the last page of the organizer to write down questions you may have & we will address them during the preparation of the tax return.
- ✓ Please print out a Balance Sheet, Profit & Loss Statement, and a General Ledger from your accounting program using cash basis.

IMPORTANT

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CLIENT STATEMENT

Tax returns are prepared in the order received. Tax Organizers are due in our offices 30 days prior to the return deadline in order for BOSS to guarantee the timeliness of the return. In the event a Tax Organizer is received within the 30 day period prior to the tax deadline, Client will pay an expedite fee of \$150.00 to ensure timely completion and if received in the final 2 weeks before the deadline, Client will pay \$250.00 to ensure timely completion. If unable to complete by deadline, BOSS will request an extension on Client's behalf if that option is available.

The scope of work in connection with the preparation of your ("the Client") federal and state income tax returns is intended to be in compliance with the requirements issued by the various taxing authorities. Because tax laws are not always clear, honest differences of opinions may arise between our interpretation of laws and that of the various taxing authorities. We will assist you in resolving these differences in your favor whenever possible.

Client and/or your duly appointed representative agree not to hold BOSS Business Services liable for interpretations made with regard to any of the information supplied by Client and used in the preparation of the tax returns. Unless compelled to do so by law, BOSS Business Services does not disclose any irregularities or provide statements with regard to the validity of the information supplied by Client to any taxing authority.

All tax returns are subject to review and acceptance by the various taxing authorities. In the event of an examination or other taxing authority contact, BOSS Business Services can respond or represent your position to the taxing authority; however, there is a fee for this service. You may appeal any adjustments proposed by a taxing authority.

Please review any completed tax returns carefully. As preparers, we have a responsibility both to the various taxing authorities with whom we file tax returns as well as to our clients. Any client will remain liable for the contents of tax returns prepared by BOSS Business Services with data provided by said client.

All tax return preparation fees for a tax return must be paid before the tax return can be electronically processed. Once payment is received and the proper forms are signed to electronically file the tax return, i.e. Form 8879, we will file the tax return.

I/We acknowledge this statement by signature/signatures and dates below.

Signature:	Date:	-
Signature:	Date:	-
Name on Credit Card		
Credit Card Number	Expiration Date	Code

By signing, you are authorizing BOSS to send you an invoice electronically (via email) and to charge the credit card provided above five (5) days after the invoice has been submitted to you.

Check here if you would like a quote for the preparation fees based on the information provided in this Organizer before work is commenced.

> THIS PAGE MUST BE <u>SIGNED AND RETURNED</u> FAX: 702-664-0547 or EMAIL: <u>TAXDEPT@BOSSOFFICE.COM</u>

FAX COVER PAGE

Attention: BOSS Tax Department

то:	BOSS TAX DEPARTMENT - 702-664-0547	
	Attention:	
FROM:		
DATE:		
THIS FAX	INCLUDES THE FOLLOWING (CHECK ALL THAT APPLY):	
	□ Client Statement	
	Organizer for (Name :)
	□ Supporting Documentation	
	□ Other	
		4 Page

EXTENSION REQUEST

The Corporate Tax Return forms are due on the 15th day of the 3rd month after the end of the entity's tax year. For example, if your entity has a March 31st year end, the return would be due by June 15th. If your entity has a December 31st year end (i.e. most S-corporations), the return would be due by March 15th.

Entities that have made an S-election must provide each shareholder with a copy of Schedule K-1.

If you are unable to provide us with the necessary information to complete the return timely, you can file Form 7004 Application for an Extension of Time to File, and request an automatic six-month extension. Any taxes owed for the year, however, must be paid or interest and penalties may apply.

We can file the extension for you. Here is what you need to do:

CONTACT BOSS BUSINESS SERVICES BY WRITING <u>AT LEAST ONE WEEK</u> BEFORE THE DUE DATE OF THE TAX RETURN AND REQUEST THAT BOSS FILE THE EXTENSION ON YOUR BEHALF. PLEASE EMAIL ALL REQUESTS TO <u>TAXDEPT@BOSSOFFICE.COM</u>

Please provide a copy of the prior year Corporate Tax Return, if not prepared by BOSS Business Services.

If you are a first time filer, please provide copies of any documents in your possession concerning your EIN including the following: Form SS-4; Acceptance Letter from the IRS with the EIN Assigned; Invoice from the Formation of the Entity.

Was the Corporation profitable this corporate year? \Box Yes \Box No

BOSS Business Services Tax Department

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Corporation Information (Complete all Fields)

Name of Corporation	
Business Address of Corporation	
Employer ID Number Signin	
Person to Contact about this Return:	Telephone Number
Corporation Telephone Number	Fax Number
Please check box for calendar year end or Fiscal Return?	□ Dec 31
	☐ Fiscal, enter year-end date
Check if this is your initial return: Check if this is your	final return:
State of Incorporation State ID Number	Tax ID Number
What date was the Corporation formed? (Found on the Corporation	porate Charter Certificate)
Are you registered to do business in another state, if so s	supply state & registration #
What is the principal Business?	
What is the main product or service?	
E-mail address:	
Address where to mail return completed to:	
Other Inform	nation
Accounting Method: () Cash () Accrual () Oth	er (Specify)
At the end of the Tax year, did the Corporation own, directl Domestic Corporation? () Yes () No	y or indirectly, 50% or more of the voting stock of a
Did the Corporation have any interest in a Partnership or LI	LC? () Yes () No
If yes, please list name of Partnership or LLC	
How many shareholders did the corporation have at the end	of the tax year?

Ownership Information

**Please fill in all information – If individual use Social Security; if entity use EIN number

Name of Charachaldar	A 11	Percentage of	SSN or EIN	Title	US
Name of Shareholder	Address	Ownership	**required	(if an officer)	Citizen?
	A				

Attach Additional Pages if Necessary

BALANCE SHEET

<u>Assets</u>

Cash in Bank on Last Day of Business Year (must have an amount)	\$			
Trade notes and Accounts Receivable	\$			
Inventories	\$			
Other Current Assets (attach stmt)	\$			
Other Investments (attach stmt)	\$			
Buildings and Other Depreciable Assets	\$			
Less accumulated Depreciation	\$			
Land	\$			
Intangible Assets	\$			
Less Accumulated Amortization	\$			
Total Assets	\$			
Liabilities and Capital				
Accounts Payable	\$			
Mortgages and Notes Payable in Less Than 1 Year	\$			
Other current liabilities (attach stmt)	\$			
All Nonrecourse Loans	\$			
Mortgages, Notes Payable in 1 Year or More	\$			
Other Liabilities (Attach Statement)	\$			
Partners' Capital Accounts	\$			
Total Liabilities and Capital	\$			

INCOME

IN LIEU OF THIS PAGE, THE CORPORATE PROFIT & LOSS AND BALANCE SHEET FOR THE CORPORATE YEAR END MAY BE ATTACHED. PLEASE USE CASH BASIS.

Business Income	\$
Dividends Received (Enclose all 1099-DIV Forms)	\$
Interest Received (Enclose all 1099-INT Forms)	\$
Gross Rents	\$
Gross Royalties	\$
Other Income (Attach Schedule)	\$
Gains from Sale of Business Property (Purchase & Sale, HUD Stmts & Depreciation Schedules)	\$

EXPENSES

Cost of Goods Sold (For Corporations Manufacturing Goods or Housing Inventory for Resale)

Business Mileage (Total Business Miles:)	\$
2. Automobile and truck expense	\$
1. Accounting	\$
Less Ending Inventory Balance	\$
Cost of Labor	\$
Other Costs (Explain)	\$
Purchases Supplies	\$
Purchases Materials	\$
Beginning Inventory	\$

3. Bank charges	\$
4. Computer services and supplies	\$
5. Delivery and Freight	\$
6. Dues and subscriptions	\$
7. Equipment rent	\$
8. Gift (\$25.00 maximum per gift)	\$
9. Insurance (medical)	\$
10. Insurance (other, not life)	\$
11. Legal and Professional	\$
12. Meals & entertainment	\$
13. Medical reimbursement	\$
14. Office expense	\$
15. Outside services/independent contractors	\$
16. Payroll Tax Expense (FICA, FUTA, SDI, etc. employer portion only)	\$
17. Permits and licenses	\$
18. Parking and Tolls	\$
19. Postage	\$
20. Printing	\$
21. Supplies	\$
22. Telephone	\$
23. Tools	\$
24. Training/continuing education	\$
25. Travel	\$
Do you offer health insurance for all your employees and pay at least 50	% of the premium? Yes No
	10 P a g e

Other Expenses (Descril	<u>be)</u>
	\$
	\$
	\$
	\$

ASSETS FOR DEPRECIATION (Form 4562 page1 and 2)

Business Asset Worksheet: Complete for all business assets purchased greater than \$250, such as Computers, Office equipment, furniture, software, tools or machinery that are used in your business.

Date Purchased	Asset	Price	If Sold, Date	Sale Price
				\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
				\$
				\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		······································		*

Is this the first Corporate Tax Return filed by this Entity? \Box Yes \Box No (if no, skip this page)

<u>PRE- INCORPORATION EXPENSES</u> (Initial Year Returns only)

DO NOT INCLUDE FEES FOR ENTITIES MANAGED BY CORPORATION

\$

Organization Costs (Amount spent to form this Corporation)

<u>*Start-Up Costs</u> (Costs Incurred Prior to Date of Incorporation)

	Date	Amount	<u>Subtotal</u>
Seminar & Education Costs		\$	
Seminar & Education Costs		\$	
Seminar & Education Costs		\$	
Seminar & Education Costs		\$	\$
Travel & Lodging		\$	
Travel & Lodging		\$	
Travel & Lodging		\$	
Travel & Lodging		\$	\$
Meals & Entertainment		\$	
Meals & Entertainment		\$	
Meals & Entertainment		\$	
Meals & Entertainment		\$	\$
Office Supplies		\$	
Office Supplies		\$	
Office Supplies		\$	\$
Equipment (CPU, Fax, etc)		\$	
Equipment (CPU, Fax, etc)		\$	
Equipment (CPU, Fax, etc)		\$	\$
Other (Describe)			
Other (Decerite)		\$	
Other (Describe)		\$	

* Start-Up Expenses must be itemized by payment dates and categorized as listed above.

If more space is needed please use last page of Tax Organizer and denote accordingly.

SALES OF STOCKS, BONDS, MUTUAL FUNDS AND OTHER SECURITIES

Please include Forms **1099-B** and **Gain/Loss Activity Report** furnished by your broker. If the broker Statements include the COST of the securities sold during the year and or you are sending print outs showing the cost of the securities sold, you do not need to complete this section.

Description:	Date	Date	Sales	Original
No. Of shares sold & name	Acq'd	Sold	Price	Cost Basis
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL OPTIONS PURCHASED IN 2011		\$		
TOTAL OPTIONS SOLD IN 2011		\$		
CAPITAL LOSS CARRYOVER FROM PRIOR YEAR		\$		

LIST ANY OPEN OPTION TRANSACTIONS AT YEAR END ON LAST PAGE.

SALE OF REAL ESTATE

Enclose copies of Form(s) 1099-S and the Purchase and the Sale Closing Statement HUD-1's						
Description	Date Acq'd	Date Sold	Sales Price	Cost Basis	Rental	Investment
			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		

If the sold properties have been depreciated, please send us all depreciation reports.

RENTAL "REAL ESTATE" PROPERTY AND ROYALTY INCOME: (Enclose all HUD-1 and Closing Statements for Newly Acquired Properties)

Description of Property & Complete Property	Address (ex: Sin	ngle family, Dupl	lex, Condo, or Co	ommercial)	
Property ID (A)					
Property ID (B)					
Property ID (C)					
Property ID (D)					
	Inco	me			
	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	<u>(D)</u>	
Date Properties were available for rent:					
Rents received (total for year) Royalties received					
	Expense				
	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	<u>(D)</u>	
Auto (Used for Rental Properties)					
Advertising and Promotion					
Cleaning and Maintenance Commissions					
Insurance					
Legal and Professional Fees					
Mortgage Interest					
Points Purchase/Refinancing					
Repairs (over \$250, Itemize below)					
Real Estate Taxes					
Management Fees					
Utilities					
Meals/Entertainment					
Other Expenses (List on Last Page)					

ASSETS FOR DEPRECIATION

(Form 4562 page1 and 2)

Rental Asset Worksheet: Complete for all rental assets purchased. List any repairs, furnishings and appliances over \$250.00

Property ID	Date Purchased	Asset	Price	If Sold, Date	Sale Price

TAX PAYMENTS

Federal Estimated Tax Payments for Tax Year 2011

	Date Paid	Amount Paid
1 st Quarter		
2 nd Quarter		
3 rd Quarter		
4 th Quarter		
Additional Payments Made		

State Estimated Tax Payments for Tax Year 2011

	Date Paid	Amount Paid
1 st Quarter		
2 nd Quarter		
3 rd Quarter		
4 th Quarter		
Additional Payments Made		

ADDITIONAL INFORMATION OR COMMENTS:				
	17 P a g e			
	17 rage			