Tax Organizer for Corporate Returns

1120 and 1120s Returns

Corporation Tax Organizer

2013

IMPORTANT

We will be unable to complete your tax return until we have received the completed tax organizer and required documentation including the client statement, payment information, corporate information & ownership information.

DG ANDERSON
TAX PREPARATION | BOOKKEEPING
Tax Preparation | Bookkeeping
3225 McLeod Drive, Suite 100
Las Vegas, Nevada, 89121
Toll Free: 888-829-8447
Local: 702-487-3780
Fax: 702-664-0547
E-Mail: taxdept@DGAnderson.com

IMPORTANT

- Please attach a copy of your previous year tax return if not prepared by either Anderson Business Advisors or De Joya Griffith CPAs.
- 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.

CLIENT STATEMENT

Tax returns are prepared in the order received. Completed Tax Organizers are due in our offices 30 days prior to the return deadline in order for Anderson 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, DG Anderson 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 DG Anderson 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, DG Anderson 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, Anderson 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 DG Anderson with data provided by said client.

All tax return preparation fees 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 (Required): _____ Date: _____

Signature: _____ Date: _____

***Name on Credit Card** (Required): _____

***Card Number** (Required)	Expiration Date	Code

By signing, you are authorizing DG Anderson 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 SIGNED AND RETURNED
FAX: 702-664-0547 or EMAIL: taxdept@DGanderson.com

FAX COVER PAGE

Attention: DG Anderson

TO: DG Anderson - 702-664-0547

Attention: _____

FROM: _____

DATE: _____

Total Number of Pages (Including Cover): _____

THIS FAX INCLUDES THE FOLLOWING (CHECK ALL THAT APPLY):

- ☐ Client Statement
- ☐ Organizer for (Name: _____)
- ☐ Supporting Documentation
- ☐ Other _____

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. 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 ANDERSON TAX ADVISORS BY WRITING AT LEAST ONE MONTH BEFORE THE DUE DATE OF THE TAX RETURN AND REQUEST THAT ANDERSON FILE THE EXTENSION ON YOUR BEHALF.

PLEASE EMAIL ALL REQUESTS TO TAXDEPT@DGANDERSON.COM.

Please provide a copy of the prior year Tax Return if not prepared by our offices (Anderson Business Advisors or De Joya Griffith).

☐ Check here if you would like us to file an extension for your return. This is a free service so long as we file the return. If the extension deadline is reached and we have not filed your return, we will bill the card on file $35 to cover the filing cost of the extension.

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? ☐ Yes ☐ No

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Corporation Information

(Complete all Fields)

Name of Corporation: _____

Business Address of Corporation: _____

Employer ID Number (EIN): _____ Signing Officer Title: _____

Person to Contact about this Return: _____ Telephone No.: _____

E-mail address: _____

Mail completed return to: _____

Corporation Telephone Number: _____ Fax Number: _____

What is the corporation's year-end? ☐Dec 31 ☐Fiscal: enter year-end date _____

Is this the corporation's first tax return? ☐Yes ☐No

Is this the final tax return? ☐Yes ☐No If yes, what is the dissolution date? _____

State of Incorporation: _____ State ID No: _____ Webfile No.*(Texas Only)*: _____

What date was the Corporation formed *(Found on the Corporate Charter Certificate)?*: _____

Are you registered to do business in another state(s)? ☐Yes ☐No

If yes, which state(s)?: _____

What is the principal business? _____

What is the main product or service? _____

Other Information

Accounting Method: ☐Cash ☐Accrual ☐Other _____ *(Specify)*

At the end of the tax year, did the corporation own, directly or indirectly, 50% or more of the voting stock of another domestic corporation? ☐Yes ☐No

Did the Corporation have any interest in a Partnership or LLC? ☐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 shareholder is an individual, use the Social Security Number. If shareholder is an entity, use the EIN number

Name of Shareholder	Address	Percentage of Ownership	**SSN or EIN *required**	Title (if an officer)	Country?

Attach Additional Pages if Necessary

Balance Sheet

Assets

Cash in Bank on Last Day of Business Year **(must have an amount)** ..... $ _____

Trade notes and Accounts Receivable (for accrual basis only) ..... $ _____

Inventories ..... $ _____

Other Current Assets (attach statement) ..... $ _____

Other Investments (attach statement) ..... $ _____

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 (for accrual basis only) ..... $ _____

Other current liabilities (attach statement) ..... $ _____

All Nonrecourse Loans ..... $ _____

Mortgages, Notes Payable in 1 Year or More ..... $ _____

Other Liabilities (Attach Statement) ..... $ _____

Common Stock ..... $ _____

Additional Paid In Capital ..... $ _____

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)

Beginning Inventory ..... $ _____

Purchases Materials ..... $ _____

Purchases Supplies ..... $ _____

Other Costs (Explain) ..... $ _____

Cost of Labor ..... $ _____

Less Ending Inventory Balance ..... $ _____

1. Accounting ..... $ _____
2. Automobile and truck expense ..... $ _____

   Business Mileage (Total Business Miles: _____) $ _____

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

Did you issue all necessary 1099s? ☐ Yes ☐ No

Other Expenses (Describe)

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

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

PRE- INCORPORATION EXPENSES

(Initial Year Returns Only)

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

DO NOT INCLUDE FEES FOR ENTITIES MANAGED BY CORPORATION

Organization Costs *(Amount spent to form this Corporation)* $ _____

***Start-Up Costs** *(Costs Incurred Prior to Date of Incorporation)*

	Date	Amount	Subtotal
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)	_____	$ _____	$ _____
	_____	$ _____	
	_____	$ _____	
	_____	$ _____	$ _____
		Grand Total	**$** _____

**** 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

Is the Brokerage Account in the Name of the Corporation?: ☐Yes ☐No **(if no, skip this page)**

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 you are sending print outs showing the cost of the securities sold, you do not need to complete this section.

Description: No. Of shares sold & name	Date Acq'd	Date Sold	Sales Price	Original Cost Basis
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$

TOTAL OPTIONS PURCHASED IN 2013 $_____

TOTAL OPTIONS SOLD IN 2013 $_____

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: Single family, Duplex, Condo, or Commercial)*

Property ID (A) _____

Property ID (B) _____

Property ID (C) _____

Property ID (D) _____

Income

	(A)	(B)	(C)	(D)
	_____	_____	_____	_____
Rents received (total for year)	$ _____	$ _____	$ _____	$ _____
Royalties received	$ _____	$ _____	$ _____	$ _____

Expense

	(A)	(B)	(C)	(D)
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 page 1 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 2013

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

State Estimated Tax Payments for Tax Year 2013

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

ADDITIONAL INFORMATION OR COMMENTS