

## S-Corporation/C-Corp Tax Organizer

**S-Corporation Name:** \_\_\_\_\_

EIN # \_\_\_\_\_ Date Incorporated : \_\_\_\_\_

What is the state of incorporation? \_\_\_\_\_ Date of S-Election: \_\_\_\_\_

What is the Corporation's state of residence? \_\_\_\_\_

What is the principal business activity of the Corporation? \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone # \_\_\_\_\_ email: \_\_\_\_\_

Contact Mailing Address \_\_\_\_\_

### Shareholder Information

First Name-Last Name <small>(Enter information for all shareholders who owned shares at any time during the year)</small>	Social Security Number	Shareholder Mailing address	% of shares owned at start of year	% of shares owned at the end of the year	Date of share ownership changes (if any)

Please provide the following for any shareholder who was an office OR 2% or more owner of the corporation during the year.

Shareholder or Officer Name	Wages paid to shareholder or officer	Health insurance premiums paid for Shareholder	Capital Contribution during the year	Loans to the corporation during the year from Shareholder	Loans repaid by the corporation to shareholder during year

**Income**

What were the gross receipts or sales for the year? \_\_\_\_\_  
What portion of gross sales listed above was refunded or returned? \_\_\_\_\_

**Cost of Goods Sold (COGS)**

*associated with manufacturing a product or purchasing a product for resale.*

**Opening inventory on the first day of the year?** \_\_\_\_\_

Purchases of products and inventory for resale? \_\_\_\_\_  
Materials and supplies used in manufacture or sales production? \_\_\_\_\_  
Cost of labor related to sale or production of goods held for sale? \_\_\_\_\_  
Other costs of goods not listed above (you can list these on separate detail worksheet) \_\_\_\_\_

**Closing inventory at end of year?** \_\_\_\_\_

**Business Expenses**

Advertising: \_\_\_\_\_ Rent (office, leasehold, storage) \_\_\_\_\_  
Continuing Education: \_\_\_\_\_ Rent or lease (Equip or Vehicles) \_\_\_\_\_  
Business Bank Fees: \_\_\_\_\_ Credit Card Processing Fees: \_\_\_\_\_  
Business Licenses & Permits \_\_\_\_\_ Business Insurance: \_\_\_\_\_  
Cell Phone expenses (100% of cost) \_\_\_\_\_ What % of business use?: \_\_\_\_\_  
Internet connection \_\_\_\_\_ Fax Service: \_\_\_\_\_  
Travel expenses: \_\_\_\_\_ Utilities \_\_\_\_\_  
Field Related Dues & Subscriptions: \_\_\_\_\_ Postage/PO Box: \_\_\_\_\_  
Meals: \_\_\_\_\_ Office Supplies: \_\_\_\_\_  
Total Employee Wages \_\_\_\_\_ Taxes - Payroll (941, 940 & State) \_\_\_\_\_  
*(W2's issued to Employees)* *(1099-MISC to unincorporated payees required)*

**Sales of stock, real estate or other property**

*Please attach copies of year-end brokerage statements relating to stock sales.  
If real estate was sold during the year, provide copies of closing papers.*

**For NEW clients: Please upload or attach last years tax return and any important info.**