

Cook Martin Poulson, PC
Tax Organizer for Partnerships and Corporations

Name of Business _____ **Federal ID Number** _____

Information Needed

- Income Statement, Balance Sheet, Depreciation Schedule, Year End Cash Balance (attached are blank forms to assist you if necessary)
- Details of any contribution or withdrawals by owners (if a C Corporation a 1099-DIV may have to be filed). Payment of personal expenses should be classified as a withdrawal.
- If new client, a copy of last year's tax return and a detailed depreciation schedule.
- If business is a new S corporation, provide a copy of the acceptance letter from the IRS stating that the corporation can file as an S corporation.
- If any owner lives in a different state, provide details.
- If the business conducts out of state business please provide details.
- Provide details of any acquisition or disposal of fixed assets.
- Provide details of any new lease.
- Provide details of any not payable (loan) activities during the year.

The information in the section below is necessary only if this is the first year we have prepared this return or if you have had changes regarding this information.

Business Address _____

Check One: C Corporation _____ S Corporation _____ Partnership _____
LLC (taxed as partnership) _____ LLC (taxed as a corporation) _____

State of Organization _____ Date Organized or Incorporated _____

If S Corporation, Effective Date of Election as an S Corporation _____

Description of business activity and principal product or service _____

Name, address, ID Number and percentage of ownership for each owner of business:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Cook Martin Poulson, PC
 Tax Organizer for Partnerships and Corporations
 Income & Expenses
 (Use only if financial statements are not available)

Date _____

	<u>Amount</u>	<u>Explanation</u>
Revenue		
Sales	_____	_____
Returns and Allowances	_____	_____
Cost of Sales		
Beginning Inventory	_____	_____
Purchases	_____	_____
Ending Inventory	_____	_____
Expenses		
Advertising	_____	_____
Car and Truck Expense		
Actual	_____	_____
Total Business Miles	_____	_____
Insurance		
Liability	_____	_____
Employee Health	_____	_____
Owners Health	_____	_____
Other	_____	_____
Interest Paid	_____	_____
Professional Fees	_____	_____
Office Expenses	_____	_____
Rent		
Equipment	_____	_____
Real Estate	_____	_____
Supplies	_____	_____
Repairs & Maintenance	_____	_____
Taxes		
Payroll Taxes	_____	_____
Real Estate	_____	_____
Other	_____	_____
Telephone		
Business Line	_____	_____
Business Cellular	_____	_____
Travel		
Hotel	_____	_____
Air	_____	_____
Car Rental	_____	_____
Meals & Entertainment	_____	_____
Utilities	_____	_____
Wages		
Owner's	_____	_____
_____	_____	_____
Employee's	_____	_____
Other (Specify)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cook Martin Poulson, PC
 Tax Organizer for Partnerships and Corporations
 Selected Balance Sheet Accounts
 (Use only if financial statements are not available)

Date _____

<u>Assets</u>	Amount	Explanation
Cash	_____	_____
Savings	_____	_____
Accounts Receivable (n/a if cash basis)		
Beginning	_____	_____
Ending	_____	_____
Investments	_____	_____
Other Assets	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Liabilities</u>		
Accounts Payable (n/a if cash basis)		
Beginning	_____	_____
Ending	_____	_____
Notes Payable (Loans)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Other Liabilities		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Fixed Assets Purchased During the Year</u>		
Equipment		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Vehicles		
_____	_____	_____
Real Estate		
_____	_____	_____
_____	_____	_____

<u>Fixed Assets Sold During the Year</u>		
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cook Martin Poulson, PC
Tax Organizer for Partnerships and Corporations (Cont.)

Provide details for any question that is answered yes.

- Was there any change in determining quantities, cost or valuations between opening and closing inventory?
- At any time during the year, did this business have an interest in or a signature over a financial account in a foreign country?
- Did this business pay any expenses during the tax year to make business accessible or usable by individuals with disabilities?
- Did this business incur any research and experimental expenditures during the tax year?
- Did this business engage in any bartering transactions during the tax year?
- Did this business purchase gasoline that was used off highway? If so, how many gallons?
- Did this business earn any tax-exempt interest during the tax year?

Partnerships and LLC's answer the following questions:

- Was there a distribution of property or a transfer of a partnership interest during the tax year?

Corporations answer the following questions:

- Has this corporation made any estimated tax payments for the current tax year?
- Amount of salary paid any officers or shareholders?

Other Information: _____

