

CORPORATION TAX ORGANIZER (1120, 1120S)
(SHORT VERSION)

Enclosed is an organizer that I (we) provide to our tax clients to assist in gathering the information necessary to prepare the current year tax returns.

The Internal Revenue Service 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 Internal Revenue Service should be submitted with this organizer.

Also enclosed is an engagement letter which explains the services that I (we) will provide to the corporation. Please sign a copy of the engagement letter and return it in the enclosed envelope. Keep the other copy for your records.

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.

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 late payment penalties and interest when those taxes are actually paid.

I (we) look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact me (us).

CORPORATION TAX ORGANIZER (1120)
(SHORT VERSION)

Corporation Name _____ Tax Period _____
 Address _____ Federal ID# _____
 _____ State ID# _____
 Telephone: _____ Fax# _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement, by activity. In addition, provide the following information:

	<u>DONE</u>	<u>N/A</u>
1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns.	<input type="checkbox"/>	<input type="checkbox"/>
2. Details of changes in stock ownership.	<input type="checkbox"/>	<input type="checkbox"/>
3. For each corporate officer; SSN, compensation, percentage of ownership and time devoted to business. For each shareholder, their percentage of ownership and relationship, if any, to other shareholders.	<input type="checkbox"/>	<input type="checkbox"/>
4. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.	<input type="checkbox"/>	<input type="checkbox"/>
5. Copies of all deferred compensation plans and agreements.	<input type="checkbox"/>	<input type="checkbox"/>
6. Copies of all federal and state payroll reports filed including Forms W-2/W-3, 940, 941.	<input type="checkbox"/>	<input type="checkbox"/>
7. Copies of Forms 1096/1099, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 <u>filed by the corporation.</u>	<input type="checkbox"/>	<input type="checkbox"/>
8. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 <u>received by the corporation.</u>	<input type="checkbox"/>	<input type="checkbox"/>
9. List of all entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state and local income tax payments and refunds.	<input type="checkbox"/>	<input type="checkbox"/>
10. Schedule of all interest and dividend income not included on Forms 1099.	<input type="checkbox"/>	<input type="checkbox"/>
11. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions. Provide copies of invoices, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
12. Copy of the inventory uniform capitalization computation.	<input type="checkbox"/>	<input type="checkbox"/>
13. Schedule of charitable contributions (cash and non cash).	<input type="checkbox"/>	<input type="checkbox"/>
14. Detail of any lobbying expenses.	<input type="checkbox"/>	<input type="checkbox"/>
15. List of potential non-deductible expenses, such as penalties and life insurance premiums.	<input type="checkbox"/>	<input type="checkbox"/>
16. Schedule of any club dues paid.	<input type="checkbox"/>	<input type="checkbox"/>
17. Vehicle and mileage data for company-owned passenger vehicles.	<input type="checkbox"/>	<input type="checkbox"/>

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	DONE	N/A
18. Information to compute the domestic production activities deduction.	<input type="checkbox"/>	<input type="checkbox"/>
19. List of all entries in miscellaneous income/expense accounts.	<input type="checkbox"/>	<input type="checkbox"/>
20. Detail of meal and entertainment expenses.	<input type="checkbox"/>	<input type="checkbox"/>
21. List each type of trade, business, or rental activity and date started or acquired.	<input type="checkbox"/>	<input type="checkbox"/>
22. List of activities conducted in other states, including gross receipts inventory, real and personal property, payroll, and rents by state.	<input type="checkbox"/>	<input type="checkbox"/>
23. Can the Internal Revenue Service discuss questions about this return with the preparer? Yes ___ No ___		
24. Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts. Note that this is separate and distinct from any potential filing requirement at 25) below.	<input type="checkbox"/>	<input type="checkbox"/>
25. Determine if Form 8938 is needed to report specified foreign financial assets. New for 2011. §6038D, enacted as part of the HIRE Act. Notice 2011-55 defers the deadline to report until issuance of Form 8938. Note that this is separate and distinct from any potential filing requirement at 24) above.	<input type="checkbox"/>	<input type="checkbox"/>

S CORPORATION TAX ORGANIZER (1120S)
(SHORT VERSION)

Corporation Name _____ Tax Period _____
 Address _____ Federal ID# _____
 _____ State ID# _____
 Telephone: _____ Fax# _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement by activity. In addition, provide the following information:

	<u>DONE</u>	<u>N/A</u>
1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns.	<input type="checkbox"/>	<input type="checkbox"/>
2. Details of changes in stock ownership.	<input type="checkbox"/>	<input type="checkbox"/>
3. For each shareholder, TIN, compensation, percentage of ownership, relationship to other shareholders, time devoted to business, date ownership acquired and detail of distributions received.	<input type="checkbox"/>	<input type="checkbox"/>
4. Schedule of all fringe benefits paid on behalf of more than 2% shareholders (and their relatives) and indicate which benefits have been included in their Forms W-2.	<input type="checkbox"/>	<input type="checkbox"/>
5. Schedule of loans to/from shareholders, officers and related parties, including interest rates and payment schedules.	<input type="checkbox"/>	<input type="checkbox"/>
6. Copies of all deferred compensation plans and agreements.	<input type="checkbox"/>	<input type="checkbox"/>
7. Copies of all federal and state payroll reports including Forms W-2/W-3, 940, 941.	<input type="checkbox"/>	<input type="checkbox"/>
8. Copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 <u>filed by the corporation.</u>	<input type="checkbox"/>	<input type="checkbox"/>
9. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 <u>received by the corporation.</u>	<input type="checkbox"/>	<input type="checkbox"/>
10. Schedule of built-in gains.	<input type="checkbox"/>	<input type="checkbox"/>
11. List of all entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state and local income tax payments and refunds.	<input type="checkbox"/>	<input type="checkbox"/>
12. Schedule of all interest and dividend income, not included on Forms 1099.	<input type="checkbox"/>	<input type="checkbox"/>
13. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions. Provide copies of invoices, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
14. Copy of the inventory uniform capitalization computation.	<input type="checkbox"/>	<input type="checkbox"/>
15. Schedule of charitable contributions (cash and non cash).	<input type="checkbox"/>	<input type="checkbox"/>
16. Detail of any lobbying expenses.	<input type="checkbox"/>	<input type="checkbox"/>
17. Schedule of any club dues paid.	<input type="checkbox"/>	<input type="checkbox"/>

S CORPORATION TAX ORGANIZER (1120S)
(SHORT VERSION)

	<u>DONE</u>	<u>N/A</u>
18. List of potential non-deductible expenses such as penalties and life insurance premiums.	<input type="checkbox"/>	<input type="checkbox"/>
19. Vehicle and mileage data for company-owned passenger vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
20. Information to compute the domestic production activities deduction.	<input type="checkbox"/>	<input type="checkbox"/>
21. List of all entries in miscellaneous income/expense accounts.	<input type="checkbox"/>	<input type="checkbox"/>
22. Detail of meal and entertainment expenses.	<input type="checkbox"/>	<input type="checkbox"/>
23. List of each type of trade or business activity or rental activity, indicating the date started or acquired.	<input type="checkbox"/>	<input type="checkbox"/>
24. List of activities conducted in other states, including gross receipts inventory, real and personal property, payroll, and rents by state.	<input type="checkbox"/>	<input type="checkbox"/>
25. Can the Internal Revenue Service discuss questions about this return with the preparer? Yes ___ No ___		
26. Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts. Note that this is separate and distinct from any potential filing requirement at 27) below.	<input type="checkbox"/>	<input type="checkbox"/>
27. Determine if Form 8938 is needed to report specified foreign financial assets. New for 2011. §6038D, enacted as part of the HIRE Act. Notice 2011-55 defers the deadline to report until issuance of Form 8938. Note that this is separate and distinct from any potential filing requirement at 26) above.	<input type="checkbox"/>	<input type="checkbox"/>

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

Enclosed is an organizer that I (we) provide to our tax clients to assist in gathering the information necessary to prepare the current year tax returns.

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Also enclosed is an engagement letter which explains the services that I (we) will provide to the corporation. Please sign a copy of the engagement letter and return it in the enclosed envelope. Keep the other copy for your records.

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.

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I (we) look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact me (us).

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(EXPANDED VERSION)

Corporation Name _____ Tax Period _____
 Address _____ Federal ID# _____
 _____ State ID# _____
 Telephone: _____ Fax# _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement by activity. In addition, provide the following information:

100) GENERAL INFORMATION YES NO N/A

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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .2) Depreciation schedules | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .3) List of all investments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .4) All tax carryforward schedules, such as net operating losses, tax credits, charitable contributions, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .5) Shareholder buy/sell agreement(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .6) Copies of rulings issued by the IRS or other tax authorities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .7) Copies of notices or changes to prior returns by the IRS or other tax authorities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .8) Copies of corporate documents, such as articles of incorporation and bylaws | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

S CORPORATION ONLY

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| .9) A copy of the S Corporation approval. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .10) A list of all shareholders and provide the following information: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) Name | | | |
| (b) Address | | | |
| (c) Tax ID# | | | |
| (d) Type of entity | | | |
| (e) Number of shares or percentage of ownership
Relationship to other shareholders | | | |

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- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|--------------------------|
| .11) If the corporation was a C Corporation prior to making the S election, provide a copy of the schedule of net built-in gains and accumulated earnings and profits. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .12) Has the corporation elected a fiscal year end? If yes, provide a copy of Form 8716 and last Form 8752 filed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .13) Does the corporation engage in more than one trade or business activity? If yes, provide details of each activity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .14) Does the corporation engage in any rental activity? If yes, provide details. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 102) Has the address on the prior year return changed? If so, furnish new address. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 103) Has the corporation been notified of any changes to previous returns by any taxing authority? If yes, provide copies of all correspondence. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 104) Has the corporation received any notices or correspondence from the IRS or any other tax agency? If yes, provide copies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 105) Please provide a schedule of ownership changed during the year, including dates and number of shares or percentage of ownership. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 106) Have there been any changes to the shareholders' buy/sell agreement(s)? If yes, provide a copy(ies). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 107) Has the corporation updated its minute book for the year? If yes, provide copies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 108) Provide the names and telephone numbers of the corporation's advisors: | | | |

	Name and Address	Telephone #	Fax #	E-Mail
Legal				
Bank				
Insurance				
Investment				

109) Describe the principal business activity of the corporation:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| .1) Did the corporation purchase or sell a business or business segment during this year? If yes, provide a copy of contract or agreement. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .2) Did the corporation engage in any new activities during the year? If yes, describe new business on an attached sheet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .3) Did the corporation discontinue operations this year? If yes, provide details. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|--------------------------|
| 110) Does the corporation have any of the following employee benefit plans? If yes, provide copies of plan documents. | | | |
| .1) Qualified retirement plan(s)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, are we to prepare Form(s) 5500? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are we to compute the contribution(s)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .2) SEP or SIMPLE Plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, are we to compute the contribution(s)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .3) Cafeteria plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, are we to prepare Form 5500? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .4) Non-qualified deferred compensation plan(s) or agreement(s)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, has the "one time only" filing with the Department of Labor been done? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .5) Other benefit plans not described above? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 111) Did the corporation include taxable fringe/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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 112) 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ownership percentage: _____ | | | |
| 113) 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: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .1) Name: _____ | | | |
| Address: _____ | | | |
| _____ | | | |
| ID#: _____ | | | |
| Ownership percentage: _____ | | | |
| .2) Was such owner a person other than a U.S. citizen? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CORPORATION TAX ORGANIZER (1120, 1120S)
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- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|--------------------------|
| 114) Do the shareholders owning 80% or more of this corporation own 80% or more of any other corporation(s)? If yes, provide a copy of the other corporate tax returns. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 115) Is this corporation a shareholder of any foreign corporation? If yes, identify each corporation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 116) Is this corporation a partner in any foreign partnership? If yes, identify each partnership. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 117) Did this corporation own a disregarded entity for tax purposes at any time during the year? If yes, provide details. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 118) Did the corporation at any time during the year have an interest in a foreign bank account? If yes, provide details. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 119) Was the corporation the grantor or transferor to a foreign trust during the year? If yes, provide details. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 120) 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). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 121) 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: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .1) Enter the percentage owned _____ | | | |
| .2) Enter the owner's country _____ | | | |
| 122) List estimated income tax deposits below in order of date paid: | | | |

	Prior Year Overpayment Applied	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Extension
FEDERAL						
Date Paid						
Amount	\$					
STATE						
Date Paid						
Amount	\$					

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|--------------------------|--------------------------|--------------------------|
| 123) Provide a list of all entries in the general ledger relating to income taxes, including prepaid, liability and expense accounts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 124) Check method of accounting for tax purposes:
Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other <input type="checkbox"/> (Describe) _____ | | | |
| 125) Did the corporation establish any new general ledger accounts during the year? If yes, provide a list of each new account. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 126) Did the corporation post any entries to the retained earnings account during the year? If yes, provide a list of all entries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 127) Provide copies of all federal and state payroll tax reports including Forms W-2/W-3, 940, 941. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 128) Provide copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 <u>filed by the corporation</u> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 129) Provide copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 <u>received by the corporation</u> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 130) Provide a schedule of interest and dividend income not included on Forms 1099. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 131) Did the corporation have loans to/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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 132) Did the corporation refinance or restructure any outstanding debt this year? If yes, provide documentation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 133) Does the corporation do business in more than one state? If yes, list the states. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .1) Provide copies of supporting schedules reflecting inventory, real and personal property, rents, payroll, and sales by state. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .2) Provide a schedule showing any amounts for which there are known timing or tax treatment differences between federal and state reporting. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 134) Can the Internal Revenue Service discuss questions about this return with the preparer? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 135) How many additional paper copies of the return do you need? _____ | | | |
| 136) Do you want an electronic copy of the return? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 137) Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts. Note that this is separate and distinct from any potential filing requirement at 138) below. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CORPORATION TAX ORGANIZER (1120, 1120S)
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YES NO N/A

138) Determine if Form 8938 is needed to report specified foreign financial assets. New for 2011. § 6038D, enacted as part of the HIRE Act. Notice 2011-55 defers the deadline to report until issuance of Form 8938. Note that this is separate and distinct from any potential filing requirement at 137) above.

200) INCOME

201) Did the corporation receive interest and dividend income from the following sources?

If yes, provide details. (Forms 1099-INT and 1099-DIV)

- U.S. agencies
- U.S. government
- Tax-exempt by state
- Tax-exempt private activity

202) Did the corporation sell any stocks, bonds, or securities during the year? If yes, furnish Form(s) 1099-B and complete the following OR provide brokerage account statements including realized gain or loss reports or provide transaction slips for purchases and sales.

Description of Securities Sold	Date Acquired	Cost or Basis Plus Selling Expenses	(Trade Date) Date Sold	Total Sales Price

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

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

- Description of asset sold (Form HUD-1 for real estate)
- Date sold
- Sales price
- Selling expenses
- Date acquired
- Original cost or basis
- Depreciation claimed in prior years

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YES NO N/A

205) Provide detail of all items greater than \$ _____ in the miscellaneous income account.

Description	Amount

206) 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 amortization schedule, if available.

207) 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.

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

209) Did the corporation have any foreign sales? If yes, provide sales by country and amount.

300) DEDUCTIONS

301) Provide information for corporate officers and directors:

Name	Title	Social Security Number	% Time Devoted to Business	% Stock Owned		Compensation
				Common	Preferred	

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YES NO N/A

302) Is the corporation a fiscal year Personal Service Corporation (PSC)?

.1) If yes, provide the following information:

Name of Officer/Shareholder	Compensation from Beg. of Fiscal Year to End of Calendar Year		Compensation from Beg. of Subsequent Calendar Year to End of Fiscal Year	Total Compensation

.2) Provide a copy of an approved election (Form 8716) if not previously provided.

303) Do the Uniform Capitalization Rules under §263A related to items such as inventory and construction apply? If yes, 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) Provide details for calculating the domestic production activities deduction.

305) List charitable contributions made or accrued during the year by organization, date and amount. NOTE: You need to have written acknowledgment from any charity to which individual donations of \$250 or more were made during the year. You must have receipts or bank records for all cash contributions.

.1) Did the corporation have an accrued charitable contribution at year end? If yes, provide a copy of minutes authorizing contribution.

.2) Did the corporation make a charitable contribution of inventory or property? If yes, provide details. Provide appraisal and donee confirmation if the value exceeds \$5,000.

306) Did the corporation make political contributions during this tax year? If yes, enter amount \$_____.

307) Did you incur any expenses to influence legislation and "lobbying?" If yes, provide a schedule of "lobbying expenses" and indicate to which accounts these expenses were posted.

308) Was any computer equipment donated to educational institutions? If yes, provide details.

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- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|--------------------------|
| 309) Does the corporation pay life insurance premiums (other than group-term life) for officers of the corporation? If yes, provide the following for each policy: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li style="width: 50%;">• Face amount <li style="width: 50%;">• Loan balance at year end <li style="width: 50%;">• Premium paid <li style="width: 50%;">• Beneficiary <li style="width: 50%;">• Insured <li style="width: 50%;">• Interest paid on policy loan <li style="width: 50%;">• Cash surrender value at year end <li style="width: 50%;">• Type of policy <li style="width: 50%;">• Policy owner <li style="width: 50%;">• Loans to pay premiums | | | |
| To which general ledger accounts have the payments been posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | | | |
| _____ | | | |
| 310) Did the corporation purchase life insurance on any employee after 08/17/06? If yes, have employees been notified and annual information reports filed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 311) Did the corporation pay penalties/fines during the tax year? If yes, list amount(s) and indicate the reason for the penalty/fine. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Account	Description	Amount

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 312) Did the corporation acquire any assets during the tax year? If yes, provide a schedule of assets purchased, including the date placed in service and a copy of the purchase invoice. Include any trade-in information. Include Form HUD-1 for real estate transactions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 313) Does the corporation wish to use accelerated depreciation methods? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 314) Does the corporation wish to elect first year Section 179 expense? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 315) Does the corporation own or lease any passenger vehicles? If yes, provide the following information for each vehicle (note certain exceptions may apply for companies with more than five vehicles): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li style="width: 50%;">• Vehicle description <li style="width: 50%;">• Average daily round trip commuting distance <li style="width: 50%;">• Date placed in service <li style="width: 50%;">• Commuting miles <li style="width: 50%;">• Total miles <li style="width: 50%;">• Other personal miles <li style="width: 50%;">• Business miles | | | |
| .1) Does the corporation have evidence to support the claimed business use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, is the evidence written? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|--------------------------|--------------------------|--------------------------|
| .2) Were the vehicles available for personal use during off-duty hours? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .3) Were the vehicles used primarily by a more than 5% owner or related person? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .4) Is another vehicle available for personal use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .5) Provide a copy of the lease for any leased vehicles. If not available, provide the following: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Date of lease | | | |
| • Fair market value at inception | | | |
| • Term of the lease | | | |
| • Lease payments | | | |

316) Regarding corporate policy for vehicles:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| .1) Does the corporation maintain a written policy that prohibits all personal use of vehicles, <u>including</u> commuting, by employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .2) Does the corporation maintain a written policy that prohibits personal use of vehicles, <u>excluding</u> commuting, by employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .3) Does the corporation treat all use of vehicles by employees as personal use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .4) Does the corporation provide more than five vehicles to employees and retain the information received from employees concerning the use of the vehicles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .5) Does the corporation require or maintain copies of vehicle logs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

317) Are computers or other listed property used by employees for personal purposes? If "yes," complete the following:

Description	Date Placed in Service	Business Use %	Cost or Basis

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| .1) Does the corporation have evidence to support the business use claimed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .2) If yes, is evidence written? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 318) Did the corporation have any meal and/or entertainment expenses? If yes, provide details by account posted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 319) Did the corporation pay any club dues? If yes, provide details by account posted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

YES NO N/A

320) List all items in the miscellaneous expense account greater than \$ _____.

Description	Amount

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

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

323) Provide copies of certification for employees of target groups and associated wages paid qualifying for Work Opportunities Credit.

Provide detail of health insurance paid for employees.

400) S CORPORATIONS ONLY

401) Have fringe benefits paid on behalf of more than 2% shareholders (including, but not limited to medical, life insurance, disability, housing, etc.) been included in the shareholder's compensation and subjected to payroll taxes if applicable? Indicate to which accounts these amounts have been posted. Note these rules also apply to relatives of shareholders owning greater than 2% of the stock.