

## Checklist

Corporation Name:

EIN:

### Checklist

This checklist is provided to help you gather necessary information to prepare your 2024 corporate tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2023 tax year.

#### Accounting and Payroll Information

- Federal, state, and local tax returns for the prior two years
- General ledger
- Balance sheet
- Profit and loss statement by activity
- Payroll reports showing employee gross wages and employer taxes paid for the year
- Copy of Form 2553, Election by a Small Business Corporation (if available) and the S election acceptance letter from the IRS.
- Copy of Forms 1096, 1099, W-2, and W-3 filed by the corporation

#### Other Income and Revenue

- Documentation of brokerage transactions and disposition of capital assets (Form 1099-B)
- Credit card, debit card, and third-party network transactions (Form 1099-K)
- Miscellaneous income (Form 1099-MISC)
- Nonemployee compensation (Form 1099-NEC)
- Gambling income (Form W2-G)
- Income from partnerships, estates, and trusts (Schedule K-1)
- Farm income (Schedule F)

#### Fixed Asset Information

- Supporting depreciation schedules for the prior two years
- Assets purchased or newly placed in service (provide description, date acquired, purchase price, and any trade-in allowance)
- Assets disposed of during the year (provide description, date of disposition, sales proceeds, and any trade-in allowance)
- Lease agreements the corporation entered into during the year

#### Other Information

- Documentation for any loans acquired during the year
- Loans to and from shareholders
- Tax-exempt interest or other tax-exempt income
- Interest and dividend income
- Charitable contributions
- Other income or deductions not included above

## 2024 Tax Organizer for Corporations Business Information

### Business Information

<b>Corporation's legal name</b>		<b>EIN</b>	
<b>Doing business as name</b>			
<b>In care of name</b>			
<b>Street address, city, state, and ZIP</b>			
<b>Email</b>			
<b>Phone number</b>		<b>Date of S corporation election</b>	
<b>Cell number</b>		<b>Date incorporated</b>	
<b>Fax number</b>		<b>State of incorporation</b>	

**Yes**   **No**

Does the corporation file under a calendar year?  
 If "No," what is the tax year begin date? \_\_\_\_\_ Tax year end date? \_\_\_\_\_

Is this the corporations final year?

Did the corporation conduct business activities in any state other than the resident state?  
 If "Yes," what states? \_\_\_\_\_

What is the corporation's main business activity? \_\_\_\_\_

What product or service does the corporation provide? \_\_\_\_\_

What accounting method does the corporation use?  
 Cash    Accrual   Other (describe) \_\_\_\_\_

How many shareholders did the corporation have during the year? \_\_\_\_\_

### Estimates

	Federal		Resident State		Resident City	
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
Overpayment applied from 2023	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

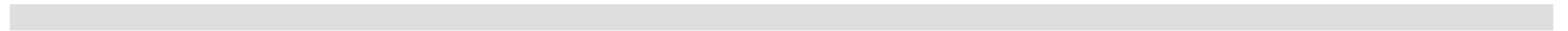
### Account Information for Deposits and Withdrawals

Name of Bank	Bank Routing Number	Bank Account Number	Type of Account		Use This Account for	
			Checking	Savings	Deposits	Withdrawals

### Shareholder and Officer Information

Corporation Name:

EIN:



Shareholder or Officer Name Address City, State, and ZIP	ID Number	Title	Shares at Start of Year	Percentage of Ownership and Participation				Officer Compensation
				Total	Common	Preferred	Time	



### Rental Real Estate

Corporation Name: \_\_\_\_\_

EIN: \_\_\_\_\_

#### General Property Information

Select the property type

- |  |   |                                      |                                     |
|--|---|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Single family residence | <input type="checkbox"/> Multi-family residence | <input type="checkbox"/> Vacation    | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Land                    | <input type="checkbox"/> Royalties              | <input type="checkbox"/> Self-rental | <input type="checkbox"/> Other      |

Description of property if the property type is "Other" \_\_\_\_\_

Address of property \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Foreign province \_\_\_\_\_ Country \_\_\_\_\_ Postal code \_\_\_\_\_

Number of days property was rented \_\_\_\_\_ Number of days property was used for personal use \_\_\_\_\_

- This property was placed in service during tax year 2024.  
 This property was disposed of during tax year 2024.

#### Income and Expenses

**2024**

Gross rental or royalty income . . . . . \_\_\_\_\_

Advertising . . . . . \_\_\_\_\_

Auto and travel . . . . . \_\_\_\_\_

Cleaning and maintenance. . . . . \_\_\_\_\_

Commissions . . . . . \_\_\_\_\_

Insurance . . . . . \_\_\_\_\_

Legal and other professional fees . . . . . \_\_\_\_\_

Interest . . . . . \_\_\_\_\_

Repairs. . . . . \_\_\_\_\_

Taxes. . . . . \_\_\_\_\_

Utilities . . . . . \_\_\_\_\_

Wages and salaries . . . . . \_\_\_\_\_

Meals and entertainment. . . . . \_\_\_\_\_

Other expenses (list)


### Rental Other Than Real Estate

Corporation Name: \_\_\_\_\_

EIN: \_\_\_\_\_

#### General Property Information

Description of property \_\_\_\_\_

Address of property \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

This property was placed in service during tax year 2024.

This property was disposed of during tax year 2024.

#### Income and Expenses

**2024**

Gross rental income . . . . . \_\_\_\_\_

Advertising . . . . . \_\_\_\_\_

Auto and travel . . . . . \_\_\_\_\_

Cleaning and maintenance. . . . . \_\_\_\_\_

Commissions . . . . . \_\_\_\_\_

Insurance . . . . . \_\_\_\_\_

Legal and other professional fees . . . . . \_\_\_\_\_

Interest . . . . . \_\_\_\_\_

Repairs. . . . . \_\_\_\_\_

Taxes. . . . . \_\_\_\_\_

Utilities . . . . . \_\_\_\_\_

Wages and salaries . . . . . \_\_\_\_\_

Other expenses (list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



## Sale of Stock, Real Estate, or Other Property

Corporation Name: \_\_\_\_\_

EIN: \_\_\_\_\_

### Sale of Capital Assets (including items not reported on Form 1099-B)

Provide all brokerage statements

Description of Property	Date Purchased	Date Sold	Sales Price	Cost

### Installment Sale Income

Description of property: _____				
Date acquired _____	Date sold _____	2024	Prior Years	
Selling price . . . . .	_____	_____		
Mortgages assumed . . . . .	_____	_____		
Cost of property sold . . . . .	_____	_____		
Depreciation allowed . . . . .	_____	_____		
Commissions and expense of sale . . . . .	_____	_____		
Gross profit percentage . . . . .	_____	_____		
Interest received . . . . .	_____	_____		
Principal payments received . . . . .	_____	_____		
Property was sold to a related party <input type="checkbox"/>				



### Auto Expense

Corporation Name: \_\_\_\_\_

EIN: \_\_\_\_\_

#### Auto Expense

Name of activity vehicle is used for \_\_\_\_\_

Description of vehicle \_\_\_\_\_

Date vehicle was placed in service \_\_\_\_\_

Yes No

Was this vehicle available for personal use during off-duty hours?

Was the vehicle used primarily by someone with more than 5% ownership or a related person?

Was another vehicle available for personal use?

Miles the vehicle was driven during 2024		2024 Amount	Miles the vehicle was driven in prior years		2024 Amount
Business	.....	_____	Business	.....	_____
Commuting	.....	_____	Total	.....	_____
Other	.....	_____			

#### Expenses

Garage rent	.....	_____	Repairs	.....	_____
Gas	.....	_____	Tires	.....	_____
Insurance	.....	_____	Tolls	.....	_____
Licenses	.....	_____	Lease addback	.....	_____
Oil	.....	_____	Other expenses		
Parking fees	.....	_____		_____	_____
Rental fees	.....	_____		_____	_____
Interest	.....	_____		_____	_____
Property tax	.....	_____			

