**2017 Corporate Tax Organizer**

**We appreciate your assistance in providing this necessary information in a timely manner so that our team can file a complete and accurate return on your behalf. If you have any questions, please don’t hesitate to contact us. We thank you for the opportunity to serve you and look forward to your continued future business.**

**General Information Needed**

**Accounting Documents (select one)**

□ QuickBooks

□ QuickBooks Online –no action is required if we have access to this file. If we are not listed as an accountant user, please “invite us”using jwillard@willardassociates.com as the email address.

□ QuickBooks Desktop Backup – Provide us a backup file (\*.qbb). If you need assistance creating a backup, please contact our office.

**Version Year & Password:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Other Software File (please explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ No software backup provided, instead the following reports have been provided: Trial balance, General ledger, Profit and loss and Balance Sheet.

**New Client Documents (if applicable)**

□ Prior year tax return

□ Depreciation schedules

□ Financial statements (if applicable)

**Bank Account Information**

 **For payment of NYS Franchise Fees (all clients, select one):**

□ Use the same account as last year

□ Use a different account –Please include a voided check included labeled “franchise fees”

 **For payment of NYS LLC Fees (if applicable, select one):**

□ Use the same account as last year

□ Use a different account –Please include a voided check included labeled “LLC fees”

**Organization Changes:**

**If there were any changes to the following, please explain:**

□ Legal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Ownership Percentage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Other changes we should be aware of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Information Needed**

1. Bank statements and bank reconciliations for all cash accounts at year end.

2. Information on fixed assets account(s):

a. Information on purchases and disposals of fixed assets made during the year

i. Copies of invoices

 ii. If asset was financed, please provide us with the terms of the loan (amount

 financed interest rate, number of payments, monthly payment amount)

3. Accounts receivable and accounts payable:

a. If the yearend balance on the aging report that is generated by your accounting software is

 not correct, please inform us of the correct balances.

 Yearend accounts receivable: \_\_\_\_\_\_\_\_\_ Yearend accounts payable: \_\_\_\_\_\_\_\_\_

4. Yearend inventory balance: \_\_\_\_\_\_\_\_\_\_

5. Loans receivable, loans payable and credit cards:

a. Yearend statements & reconciliations for each corporate loan and credit card listed

 on the books

b. If your company obtained a new loan during the year, please provide us with a copy

 of the financing statements or the following information: \_\_\_\_\_\_\_\_\_\_

i. Initial amount financed: \_\_\_\_\_\_\_\_\_\_

ii. Interest rate: \_\_\_\_\_\_\_\_\_\_

iii. Number of payments: \_\_\_\_\_\_\_\_\_\_

iv. Monthly payment amount: \_\_\_\_\_\_\_\_\_\_

6. Payroll reports (if we do your payroll, we do not need this information):

 a. Quarterly and yearend payroll reports (941s, 940s, NYS-45s)

 b. Yearend earnings summary

 c. W-2s and W-3

7. Additional out of pocket expenses incurred:

 a. Vehicle mileage: \_\_\_\_\_\_\_\_\_\_

 i. Please include mileage log

 b. Purchases made “out of pocket” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 c. If you had a home office:

 i. Square footage of your home: \_\_\_\_\_\_\_\_\_\_

 ii. Square footage of the office: \_\_\_\_\_\_\_\_\_\_

 iii. Expenses paid (utilities, telephone, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. Did your business make any payments that would require it to file form(s) 1099? ⃝ Yes ⃝ No

 a. If yes, did your business file or will it file all required form(s) 1099? \_\_\_\_\_\_\_\_\_\_

9. Did your business have fewer than 25 full-time employees and pay at least 50% of the premiums for each

 enrolled employee’s health insurance coverage **on the health insurance marketplace**? ⃝ Yes ⃝ No

10. Did your business pay minimum wage to students under 20 years old during the tax year? ⃝ Yes ⃝ No

11. Did you employ a veteran full-time (35+ hours per week) in the past year? ⃝ Yes ⃝ No

 a. If yes, please provide employee name(s), start date and end date (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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