

1120 Corporation Worksheet

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.

Notes:

- 1 This is a basic worksheet, we may need more accounting/information in order to complete your coporation tax return. Add or remove items as necessary.
- 2 Please have your bookkeeping and accounting completed prior to your appointment.
- 3 You will need to have your minutes, meetings and resolutions updated every year in order to stay with compliance with the IRS.

Information checklist

- Copy of prior 3 year's tax return (new clients only)
- copies of cororate documents such as articles of incorporatin and bylaws
- copies of correspondence with tax authorities regarding changes to prior year(s) return
- Financial Statements (Profit & Losss Statement, Balance sheet)
- General ledger and list of journal entries (or data backups of QuickBooks)
- Check Registers
- Bank statements and reconciliations
- Aging reports for receivables and payables
- List of assets purchased/sold/disposed of during tax year (include bill of purchase/sale)
- Depreciation schedules
- all tax carryforward schedule (NOL, capital loss, charitable contribution, tax credits, etc)
- payroll summary (include copy of W-2/W-3, 940, 941)
- copies of all deferred compensation plans and agreements
- copies of forms 1096/1099, 5500, 1042, 5471, 5472, 8865 and 8886 filed by the corporation
- copies of forms 1099, 5471, 5472, 8865, 8858, 8886 and schedule K-1 received by the corporation
- Any changes in ownership or capital structure
- payment schedule of loans to/from shareholders, officers and related parties
- sales tax return
- domestic production activities deduction (worksheet)
- Federal, state and local taxes paid

Company Information:

1	Name of Corporation	
2	Business Address	
3	Country of Incorporation	
4	Date Incorporated	
5	US Employer ID (if any)	
6	State tax ID (if any)	
7	tax period	
8	accounting method	

Contact Information:

9	Contact Person's Name & Title	
10	Phone Number	
11	Fax	
12	Email	

Registered Agent in the state as required by state law

13	name	
14	address	
15	telephone	
16	email	

Corporation officer

Name	address	SSN	compensation	% ownership	working hours

Other questions										
17	Has the company obtained authorization to transact business in that state?							yes		no
18	Has the company filed all required state corporate annual reports?							yes		no
19	Has a U.S. tax return even been filed for the corporation?							yes		no
	if "YES", latest year filed									
Please attach a copy of the latest return (unless it was prepared by us)										
20	Did the company have any transactions with related parties?							yes		No
	a. rent paid between the U.S. activity and a shareholder or family or member of a shareholder									
	b. loans or interest advanced or paid between the U.S. activity and a shareholder or family member of a shareholder									
	c. business transactions with a shareholder or family member of a shareholder									
21	regarding corporate policy for vehicles									
	a. Does the corporation maintain a written policy that prohibits all personal use of vehicles, including commuting, by employees?							yes		No
	b. Does the corporation maintain a written policy that prohibits personal use of vehicles, excluding commuting, by employees?							yes		No
	c. Does the corporation treat all use of vehicles by employees as personal use?							yes		No
	d. Does the corporation provide more than five vehicles to employees and retain the information received from employees concerning the use of the vehicles?							yes		No
	e. Does the corporation require or maintain copies of vehicle logs?							yes		No
22	does the corporation have any of following employee benefits?							yes		No
If yes, please provide the following for the year:										
	a. qualified retirement plans									
	if yes, are we to prepare form 5500?									
	Are we to computer the contributions									
	b. SEP or SIMPLE plan?									
	if yes, are we to compute the contributions?									
	c. Cafeteria plans?									
	if yes, are we to compute the contributions?									
	d. other benefit plans not described above?									
23	Did the corporation own directly or indirectly 50% or more of the voting stock of any U.S. corporation?							yes		No
	name		address				% owned	any change		
	1									
	2									
	3									
24	Did any foreign individual, (or corporation, partnership, trust or association) own directly or indirectly 25% or more of the corporation's stock or equity at any time during the tax year?									
	yes								No	
	1	name		address			% owned	any change		
	2									
	3									
	4									
25	Is the company's income subject to tax in a country other than the U.S.?							yes		No
If "Yes" provide details										
26	Did the corporation pay any U.S. federal or State corporate income taxes?							yes		No
If "Yes", please provide details including date paid.										
			federal			State				
			Date	amount		date	amount			
prior year overpayment applied										
1st Qtr										
2nd Qtr										
3rd Qtr										
4th Qtr										
Extension										