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Business Tax Organizer

Our goal is for you to spend less than 60 minutes preparing what we need to complete your returns. This organizer helps us ask all the pertinent questions and confirm the documents we need from you.

As tax preparation becomes more and more complex, we now **REQUIRE** the use of this Tax Organizer to help make sure we capture all of your information correctly and to minimize your fees. This organizer is designed to help you gather your tax information as it contains several sections that include common expenses and deductions that many taxpayers overlook.

If you want an appointment regarding your tax returns, please contact us to set it up. Otherwise, feel free to mail, fax, or just drop off your tax information to our office. We also now offer a secure Portal you can use to send us your information. Please contact us if you would like a portal account set up for you.

We are required to have you sign that you have read the attached Tax Return Engagement Letter **before** we can complete your tax returns.

IRS regulations require us to file your return electronically. The benefits of e-filing include a secure way to file tax returns and it provides proof of acceptance, usually within 24 hours, that the IRS has accepted your return for processing.

In lieu of completing the Income & Expense page, you may provide us with a Balance Sheet and Income Statement (also called Profit & Loss statement) with the full year totals. You may also provide us a backup of your Quickbooks file. Please contact us if you need instructions for doing so.

If we have access to your QuickBooks online account, we will use that information to complete your return. Just return the signed Engagement Letter that follows and provide any updates on the Business Information page.

Notes or concerns you have that are not addressed on this organizer:

Please Note: In order for us to be able to complete your tax returns before the filing deadline, we MUST have your tax information, a completed Tax Organizer and this signed Consent Form by Februrary 22, 2019. We can still prepare your returns if we receive your information after this date, but we will need to file Extensions for your returns. Our fee for filing extensions is $100.

BUSINESS INFORMATION

Please fill in the appropriate information below that is needed to complete your tax return. ***If we prepared your business return last year, just provide changes to any information below.***

Also, if we did not do your tax return last year, please attach a copy of the completed return to this organizer.

Business Name: ______________________ Phone #: ______________

Business Address: ______________________ Fax # ______________

______________________ Email: ______________

Mailing Address: ______________________

(if different) ______________________

Primary Contact Information:

Name: ______________________ Phone #: ______________

Address: ______________________ Fax # ______________

______________________ Email: ______________

Type of Work Business Does: ______________________

Accounting Method: Cash ☐ ______ Accrual ☐ ______ Other (Specify) ______

Date business started: ______________

For Corporations / LLCs:

Corporation Type: S Corp ☐ C Corp ☐ LLC ☐ Other: ______________

If you are an LLC that is taxed as an S Corporation, check here: ☐

Date of Incorporation / Organization: ______________

Date of S Election (if elected to be taxed as S Corporation): ______________

States that you do work in (i.e. Virginia): ______________

Copy of Federal Tax ID Number (EIN) Letter: ______________

State Tax Account Number: ______________ State: ______

State Unemployment Tax Account Number: ______________ State: ______

Shareholder / Member Information:

Full Name	SS#	Home Address	Title	# Stock Owned or Split % of Profit/Loss

If there were any changes in stock ownership or partnership percentage splits during the year, provide details.

Other notes regarding your business / taxes:

Important Note: We MUST have a signed Engagement Letter before we can prepare your tax returns.
You may provide a Balance Sheet AND Income Statement (Profit & Loss Statement) or access to your Quickbooks in lieu of completing this page.

Company Name: ______________________________ **For Year / Period:** __________

Gross Income/Revenue:	
Interest Income:	

Expenses:	**Totals**
Advertising/Sales Aides/Samples	
Auto Expense:	
Date vehicle placed in service	
Total Vehicle Miles for Year (personal and business)	________ miles
Business miles for year	________ miles
Bank charges (including Merchant fees)	
Continuing Education/Seminars	
Credit and collection costs	
Delivery, postage, and freight	
Dues and subscriptions	
Equipment fuel (NOT vehicles if using mileage deduction)	
Donations	
Health insurance for more than 2% S Corp Shareholders	
Health insurance for all other employees	
Insurance (excluding health insurance)	
Interest - paid on **business vehicle** loans	
Interest - paid on **loans/credit cards**	
Janitorial, laundry and cleaning	
Legal and professional fees (including accounting)	
Licenses	
Meals and entertainment, in full	
Outside Services	$________
Did you provide Forms 1099 to each of these people to whom you paid $600 or more?	Yes ☐ No ☐
Office/Supplies expense	

Provide copies of W3, W2s, VEC, 941 & 940 Reports

	Payroll Taxes paid in Current Year	Dec. tax liab. paid in Jan
941 Tax:		
940 FUTA Tax:		
VA Withholding:		
VEC/State UI Tax:		

Cash in related business accounts as of 12/31	
Inventory as of 12/31	

Expenses:	**Totals**
Parking and Tolls	
Permits and Fees	
Printing	
Products for Resale / Materials (including sales tax)	
Rent (office space, building, storage)	
Rented Equipment	
Repairs (not new assets)	
Retirement (company paid portion only)	$________
Plan Type: SEP, SIMPLE, 401(k), Other (specify):	
Security	
Taxes Paid - Personal Property	
Taxes Paid - Other (specify type)	
Telephone/Cell Phone	
Tools (less than $100 in cost per tool)	
Travel (out of town - hotels, taxis, airfare, etc.)	
Uniforms (not street clothes - needs logos)	
Utilities (exclude Water if this is for a home office)	
Wages - Officer/Shareholder Salaries	
Wages - Gross wages & salaries (all other employees)	
Other (specify):	
Other (specify):	
Other (specify):	

Distributions/dividends paid **to** you from business: ________

List all outstanding loan balances as of 12/31:	
Credit Card	
Equipment Loan	
Line of Credit	
Personal loans **from** you to the business	
Vehicle Loan	
Other (specify)	

Please complete this page even if you are providing a Balance Sheet & Income Statement for the previous page. Only include items with costs greater than $2500.

Company: ______________________________

Furniture, Equipment, Vehicles, and Other Assets ***Purchases*** *Made This Year*

Date of Purchase	Description of Asset	Cost

Computer ***Purchases*** *Made This Year*

Date of Purchase	Description of Asset	Cost

Items ***Sold or Scrapped*** *This Year:* ***Only include items that are on your depreciation schedule. Contact us if you need a copy of your depreciation schedule.***

Date Disposed	Description	Orig. Cost & Sale Price

Computers ***Sold or Scrapped*** *This Year*

Date Disposed	Description	Orig. Cost & Sale Price