

## CORPORATION TAX ORGANIZER

|                        |                   |
|------------------------|-------------------|
| Corporation Name _____ | Tax Period _____  |
| Address _____          | Federal ID# _____ |
| _____                  | State ID# _____   |

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement by activity. In addition, provide the following information: Do you want us to do your Books? Yes or No

|  | <u>DONE</u> | <u>N/A</u> |
|--|-------------|------------|
| 1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns.   | _____       | _____      |
| 2. Details of changes in stock ownership.  | _____       | _____      |
| 3. For each shareholder TIN, compensation, percentage of ownership, time devoted to business, date ownership acquired and detail of distributions received.                            | _____       | _____      |
| 4. Schedule of all fringe benefits paid on behalf of more than 2% shareholders and indicate which benefits have been included in their Forms W-2.                                      | _____       | _____      |
| 5. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.  | _____       | _____      |
| 6. Copies of all deferred compensation plans and agreements.   | _____       | _____      |
| 7. Copies of all federal and state payroll reports.  | _____       | _____      |
| 8. Copies of Forms 1099/1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 that have been <u>filed</u> .   | _____       | _____      |
| 9. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 that have been <u>received</u> .   | _____       | _____      |
| 10. Schedule of built-in gains.  | _____       | _____      |
| 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.             | _____       | _____      |
| 12. Schedule of all interest and dividend income, not included on Forms 1099.  | _____       | _____      |
| 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. Form HUD-1 for real estate. | _____       | _____      |
| 14. Copy of the inventory uniform capitalization computation.  | _____       | _____      |
| 15. Schedule of contributions.   | _____       | _____      |
| 16. Detail of any lobbying expenses.   | _____       | _____      |
| 17. Schedule of any club dues paid.  | _____       | _____      |
| 18. List of potential non-deductible expenses such as penalties and life insurance premiums.   | _____       | _____      |
| 19. Vehicle and mileage data for company-owned passenger vehicles.   | _____       | _____      |
| 20. Information to compute the domestic production activities.   | _____       | _____      |
| 21. List of all entries in miscellaneous income/expense accounts.  | _____       | _____      |
| 22. Detail of meal and entertainment expenses.   | _____       | _____      |
| 23. List of each type of trade or business activity or rental activity, indicating the date started or acquired.   | _____       | _____      |
| 24. List of activities conducted in other states, including gross receipts by state.   | _____       | _____      |
| Can the Internal Revenue Service discuss questions about this return with the preparer? Yes ___ No ___   |             |            |

Interview By: \_\_\_\_\_ Date: \_\_\_\_\_

Daniels Bookkeeping and Tax Service, Inc.  
8225 Alondra Blvd, Unit #A, Paramount, California 90723  
Phone Number: 562-408-1500  
Email: danielstaxlady@att.net Website: danielstaxlady.com

\_\_\_\_\_  
Corporate Officers Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Officer Signature

I am submitting all documents to enable, Daniels Bookkeeping and Tax Service, Inc., to prepare my corporate 2017 tax return.

I have supplied all pertinent information, including all items of income, deductions, and other data necessary for completion of my corporate returns, and confirm that it is true and correct to the best of my knowledge and belief.

I am aware that I am responsible for the content and accuracy of my corporate tax return and have kept the necessary records of all deductions, business expenses, business and personal use of property.

I understand that, Daniels Bookkeeping and Tax Service, Inc. is not in any way undertaking to audit or verify the facts as I have submitted them to you.

I understand also that, upon request of taxing authorities, the burden of proof of such items rests solely with me, the corporate officer, and that I will furnish any necessary substantiation.

I are aware that the professional fee charged is due upon presentation of my documents to completed 2017 Corporate Return, and supporting documents and that it is not an all inclusive fee.

Thus, any additional services will result in additional charges to me, the corporate officer.

Examples of such services may include, but are not limited to, determination of basis of assets sold, review, and respond to notices, services related to audits, examination letters, and calculation of revised estimated tax vouchers.

\_\_\_\_\_  
Clients Signature

\_\_\_\_\_  
Date

Revision Date: October 26, 2017

Interview By: \_\_\_\_\_

Date: \_\_\_\_\_ Page 2 of 5

Date Completed: \_\_\_\_\_ Corporate Officers Full Name: \_\_\_\_\_

Daniels Bookkeeping and Tax Service, Inc.  
8225 Alondra Blvd., Unit #A, Paramount, California 90723  
Phone Number: 562-408-1500

January 1, 2018

Dear Corporate Officer:

I will prepare your 2017 federal and requested state income tax return from information that you will furnish us.

**You have the final responsibility for your corporate income tax return and therefore, you should review all the required documents.**

The Internal Revenue Service matches information returns with amounts reported on corporate tax returns. A negligence penalty may be assessed where dividends, interest, and security sales are under reported or when mortgage interest is overstated. Accordingly, all forms W-2, 1098 and 1099, schedules K-1 and other informational returns reflecting amounts reported to the Internal Revenue Service should be included with your corporate documents.

It is your responsibility to provide all the information required for the preparation of complete and accurate corporate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions for at least 10 years. These may be necessary to prove the accuracy and completeness of the returns to the taxing authorities.

**You have the final responsibility for the income tax return and therefore, you should review them carefully before you submit your documents.**

Our work in connection with the preparation of your corporate tax return does not include any procedures designed to discover defalcations or other irregularities, should any exist. I will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns. I will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authority, interpretations of the law, and other supportable positions. Unless otherwise instructed by you, I will resolve such questions in your favor wherever possible.

The law provides various penalties that may be imposed where taxpayers understated their tax liability. If you would like information on the amount or circumstances of these penalties, please contact me. Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, I will be available upon request to represent you.

I urge you to collect your information and provide it to us as soon as possible so I may continue to provide you with quality services on a timely basis. If information from "pass through" entities such as partnerships, trusts, and S-corporations is the only data you are missing, please send the data you have assembled and forward the missing information when it is available.

The filing deadline for your corporate 2017 tax return is March 16, 2018. In order to meet this filing deadline, your completed documents need to be received as soon as practical. Any information received after this date requires an extension that I can file for you.

If an extension of time is required, any tax that may be due with the returns must be paid with the extension. Any taxes not paid by the filing deadline are subject to late payment penalties and interest when those taxes are actually paid. Please remember, it is your responsibility to make sure the tax returns are timely filed.

I look forward to providing services to every client. I sincerely appreciate all of your continued support.

Sincerely,

Allie Daniels Or Angelica Gamboa

Officer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revision Date: October 26, 2017

Review By: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Daniels Bookkeeping and Tax Service, Inc.  
8225 Alondra Blvd, Unit #A, Paramount, California 90723  
Phone Number: 562-408-1500 / Fax Number: 562-408-6900  
Email: [danielstaxlady@att.net](mailto:danielstaxlady@att.net) Website: [danielstaxlady.com](http://danielstaxlady.com)

## All Corporation Letter of Agreement

Sole Proprietors - Corporations- Partnerships  
S-Corporations – LLC – Trusts - Non-Profits

January 1, 2018

Dear Officer:

This is a letter of agreement regarding the services to be provided. The objective of this letter is to communicate terms and conditions of the provided services.

The specific services to be provided are listed in the invoice accompanying this letter.

In order to complete the services, you will be asked to provide information. It is your responsibility to make sure the provided information is complete and accurate. The services do not include any verification of the information you provide. It is also your responsibility to maintain records of this information since you may need to satisfy tax authority inquiries.

The fees for these services are posted in my office, if you have any questions please ask. Please note that additional fees beyond those indicated may be necessary. You will be contacted for approval prior to the incurrence of additional fees.

If you agree to the terms and conditions, please sign, date this letter, and return it with payment. A separate copy of this letter is provided for your records.

Sincerely,

Allie Daniels  
Registered, Licensed Tax Preparer  
CTEC ID A136904

Angelica Gamboa  
Registered, Licensed Tax Preparer  
CTEC ID A282734

**DECLARATION:**

**I have provided the information on this form to the best of my knowledge and hereby declare it is complete and ready for the preparation of my/our income tax returns. Where business deductions are shown, I acknowledge having spent these amounts and have kept a log or diary of such activities, pursuant to section and can fully substantiate such deductions.**

I agree to the terms and conditions set forth in this letter.

\_\_\_\_\_  
Corporate Officer - Print Name:

\_\_\_\_\_  
Corporate Officer Signature:

\_\_\_\_\_  
Date

Revision Date: October 26, 2017

Review By: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Policy Of  
Daniels Bookkeeping and Tax Service, Inc.  
8225 Alondra Blvd, Unit #A, Paramount, California 90723  
Phone Number: 562-408-1500**

Dear Corporate Officer:

The following policy is to inform you of the privacy regarding information provided by you. Please call if you have any questions.

**PRIVACY POLICY  
Of  
Daniels Bookkeeping and Tax Service, Inc.**

Certain nonpublic corporate - personal information is collected from you or obtained with your authorization. This information is necessary to complete the provided services and to maintain the client relationship.

Collected nonpublic corporate - personal information is not disclosed to any party except as required or permitted by law. Permitted disclosures include providing information to employees, and in limited situations, to unrelated third parties who need the information to assist in providing services to you. In all such situations, the confidential nature of this information is communicated.

Records of your nonpublic corporate - personal information are retained. The purpose of this record retention is to comply with established guidelines, and to facilitate delivery of services. To protect the privacy of your nonpublic corporate - personal information, physical, electronic, and procedural safeguards are maintained in compliance with applicable standards.

Sincerely,

Allie Daniels  
Registered, Licensed Tax Preparer  
CTEC ID A136904

Angelica Gamboa  
Registered, Licensed Tax Preparer  
CTEC ID A282734

I agree to the privacy policy as set forth in this letter.

Officer's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Please Review and discuss your confidentiality concerns with the Person Whom You Are Authorizing To Speak – Release Financial Information for your corporate 2017. Tax Return.

This confidentiality – privacy release of financial – and all information pertaining to your corporate 2017 Tax Return is authorized by the corporate officer. By signing this statement, you fully understand that your signature authorizes Daniels Bookkeeping and Tax Service, Inc. to prepare and release all information to the designated person that you have named below.

I understand that by signing this form I release Daniels Bookkeeping and Tax Service, Inc. of any liability that may occur as a result of this release of financial information. I understand that this release form only pertains to my corporate 2017 Tax Return.

Officer's Signature:

Date:

\_\_\_\_\_

Person whom you are authorizing to speak – release – sign document on your behalf:

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Print Name of Authorized Person

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

Revision Date: October 26, 2017

Interview By: \_\_\_\_\_ Date: \_\_\_\_\_