

# S Corporation Tax Organizer

Use a separate organizer for each S corporation

## S Corporation General Information

Legal name of S corporation		EIN
S corporation address (check if new address)		
S Corporation Representative		Title
		Email
		Phone
Yes	No	Did the corporation have a change of business name during the year?
Principal business activity		Date business started
Principal product or service		Date business closed
Yes	No	Was the primary purpose of the S corporation's activity to realize a profit?
Accounting method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other (specify)		
Yes	No	Does the corporation file under a calendar year? (If no, what is the fiscal year?)

## S Corporation Specific Questions

Yes	No	Did the corporation hold an annual meeting with shareholders with a record of minutes maintained?
Yes	No	Was the corporation a C corporation before it elected to be an S corporation?
Yes	No	Is any shareholder in the corporation a disregarded entity, a partnership, a trust, an S corporation, or an estate?
Yes	No	Did the corporation own directly 20% or more, or own, directly or indirectly, 50% or more of the total stock issued and outstanding of any foreign or domestic corporation?
Yes	No	Did the corporation own directly an interest of 20% or more, or own, directly or indirectly, an interest of 50% or more in the profit, loss, or capital in any foreign or domestic partnership or in the beneficial interest of a trust?
Yes	No	Did the corporation have any outstanding shares of restricted stock at the end of the tax year?
Yes	No	Did the corporation have any outstanding stock options, warrants, or similar instruments at the end of the tax year?
Yes	No	Did the corporation have any non-shareholder debt that was cancelled, forgiven, or had terms modified to reduce amount of principal?
Yes	No	Was the corporation's S election terminated or revoked during the year?
Yes	No	At any time during the year did the corporation have an interest in, or signature authority over, a financial account in a foreign country?
Yes	No	Was there a distribution of property or a transfer (by sale or death) of a shareholder interest during the tax year?
Yes	No	Does the corporation satisfy the following conditions? • The corporation's total receipts for the tax year were less than \$250,000, and • The corporation's total assets at the end of the tax year were less than \$250,000.
Yes	No	Did the corporation pay \$600 or more of nonemployee compensation to any individual? If yes, include a copy of Form 1099-NEC for each.
Yes	No	Did the corporation have a Paycheck Protection Program (PPP) loan that was forgiven in 2024?
Yes	No	At any time during this tax year, did the corporation (a) receive a digital asset (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)?

## Principal Shareholders Ownership Information

Name/Title	Tax ID number (SSN or EIN)	Address	Ownership percentage	Shareholder stock basis	U.S. citizen?
			0.00%	\$	
			0.00%	\$	
			0.00%	\$	

How many shareholders were there on the last day of the year?

## Shareholders – Provide the following information for any shareholder who was an officer or 2% or more owner of the corporation during the year

Shareholder/Officer name	Wages paid	Health insurance premiums paid	Capital contributions from shareholder	Distributions to shareholder	Shareholder loans to corporation	Loans repaid by corporation to shareholder

## All Clients – Additional information and documents required

- Provide the business income/financial statements for the year (per books), balance sheet, depreciation schedule per books, and cash reconciliation of all business bank accounts with ending cash balances.
- If the S corporation has employees, provide a copy of Form W-3, Form 940, Form 941, and any state quarterly tax filing reports.
- If the S corporation made payments of \$600 or more to independent contractors, provide copies of Form 1099-NEC issued.
- If any shareholders live in a different state or outside the United States, provide details. The corporation may be subject to withholding requirements.

## New Clients – Additional information and documents required

- |                                |                            |
|--------------------------------|----------------------------|
| Date incorporated              | Corporation state domicile |
| State of incorporation         |                            |
| Date of S corporation election |                            |
- Provide a copy of the Articles of Incorporation, bylaws, and any corporate resolutions.
  - Provide a copy of the depreciation schedules for book, tax, and AMT.
  - Provide copies of returns for the last two years, including state returns.
  - Enclose a copy of IRS Form 2553, *Election by a Small Business Corporation*, and IRS acceptance.



## Equipment Sold or Disposed of During Year

Asset	Date out of service	Date sold	Selling price/FMV	Trade-in?
			\$	
			\$	
			\$	
			\$	

## S Corporation Business Credits (if you answered Yes for any of the questions below, please provide a statement with details)

Yes	No	Did the corporation pay expenses to make it accessible by individuals with disabilities?	
Yes	No	Did the corporation pay any FICA taxes on employee wages for tips above minimum wage?	
Yes	No	Did the corporation own any residential rental buildings providing qualified low-income housing?	
Yes	No	Did the corporation incur any research and experimental expenditures during the tax year?	
Yes	No	Did the corporation have employer pension plan start-up costs?	Total number of employees
Yes	No	Did the corporation pay health insurance premiums for employees?	Total number of employees
Yes	No	Did the corporation purchase and place in service any electric vehicles or energy efficient commercial building property?	

## State Estimated or Pass-Through Entity (PTE) Tax Payments — Tax Year 2024

State	Amount	Date Paid	State	Amount	Date Paid
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	

## Tax Return Preparation

We will prepare the corporation's tax return based on information provided. In the event the return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of the corporation's return do not include auditing, review, or any other verification or assurance.

## Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If additional information is received after we begin working on the return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer may be required for preparation of returns.
- Keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a duplicate copy in the future.

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities.

Taxpayer	Title	Date
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## Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.