

Corporation Balance Sheet			
Corporation assets at year end		Corporation Debts and Equity at year end	
Bank account end of year balance	\$	Accounts payable at year end	\$
Accounts receivable at end of year	\$	Payables less than 1 year	\$
Loans to Shareholders	\$	Payables more than 1 year	\$
Mortgages and loans held by Corp.	\$	Capital stock (Preferred)	\$
Stocks, bonds and securities	\$	Capital stock (Common)	\$
Other current assets (describe)	\$	Loans from shareholders	\$
Inventories	\$	Retained Earnings	\$

Income	
What were the business gross receipts or sales for the year?	\$
What portion of gross sales listed above was refunded or returned?	\$
What were the gross receipts from rental property owned by the Corporation <i>(Do not include rental income in gross receipts for the business activity)</i>	
Did the Corporation have any other income from this business activity not included in gross receipts above? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(If the Corporation had investment or capital gain income for the year, complete Interest/Dividend and/or Capital Gains Worksheets on Pages of this Organizer)</i>	
Describe any other income of the Corporation not included elsewhere in this Organizer.	

Cost of Goods Sold (COGS)	
<i>Business such as restaurants, retail sales and manufacturing generally must account for COGS. COGS include all costs associated with manufacturing a product or purchasing a product for resale.</i>	
Do you manufacture or produce a product for sale to customers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you operate a wholesale or retail business where you maintain an inventory of goods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What was the opening cost of inventory on the first day of the year?	\$
What was the cost of purchases of product (less cost of items withdrawn for personal use)?	\$
Cost of labor related to sale or production of goods held for sale	\$
Materials and supplies used in manufacture or sales production	\$
Other costs related to sale of goods <i>(list on separate detail worksheet)</i>	\$
Closing inventory at end of year	\$

Business Expenses		Business Expenses	
Advertising	\$	Supplies and small tools <i>(Do not include equipment purchases – see Depreciation Worksheet below)</i>	\$
Commissions and fees	\$	Taxes and licenses <i>(Provide breakdown of different taxes paid)</i>	\$
Contract labor <i>(You must issue a 1099 Misc to any unincorporated entity to whom you paid \$600 or more for the year)</i>	\$	Travel <i>(See additional Travel Expense Worksheet on Page 5 of this organizer)</i>	\$
Depreciation <i>(See Asset Worksheet shown below on this page)</i>	\$	Local meals and entertainment <i>(Show meal expenses incurred while traveling on Page 5 of this Organizer)</i>	\$
Employee benefit programs <i>(including employee health insurance)</i>	\$	Utilities <i>(Do not include home office utility expenses)</i>	\$
Insurance <i>(other than health)</i>	\$	Officer Wages & Compensation	\$
Mortgage interest <i>(paid to banks etc.)</i>	\$	Wages & Salaries <i>(W2s issued)</i>	\$
Other interest <i>(do not include auto or home loan interest)</i>	\$	Cell phone <i>(100% of charges)</i> Business use %	\$ %
Legal and professional services	\$	Telephone expense <i>(Do not include cost of main home phone line)</i>	\$
Office expense <i>(Do not include equipment purchases – see Depreciation Worksheet below)</i>	\$	Other Expenses <i>(List below)</i>	
Pension and profit sharing plans	\$		
Rent or lease <i>(vehicles, machinery, and equipment)</i>	\$		
Rent <i>(office, leasehold, storage)</i>	\$		
Repairs and maintenance	\$		
Parking & tolls	\$		
Charitable contributions	\$		
Professional continuing education	\$		
Internet service	\$		

Asset Depreciation Worksheet

You must report the purchase and disposition of all assets you used in your business.

For each asset bought or sold, provide the following information:

Assets purchased listing			Assets sold or disposed of listing		
Description	Date Bought	Cost	Description	Disposition date	Sales price

Business Use of Automobile

The IRS closely scrutinizes business-use of automobiles. The following information must be provided for all business use of corporation-owned or shareholder-owned vehicles.

If you used your automobile for active conduct of your business, you can claim expenses for business use of your vehicle. The Corporation must have proof of vehicle business use in the form of a mileage log or a written calendar unless it can show your vehicle was 100% business use.

The Corporation may be eligible to reimburse a standard mileage rate or claim actual operational expenses for vehicles owned by the Corporation or its shareholders. In either case, the Corporation must maintain written records to support the deduction claimed.

For each employee the Corporation paid auto-expense reimbursements during the year, the Corporation should maintain a written record of the expenses incurred and the reimbursements paid

Provide the following information for each vehicle used in the business

Purchase price of vehicle	
Description (Model and year of vehicle)	
Date vehicle was first used in your business	
For this tax year only, enter the number of miles your vehicle was used for:	
Business miles (not including commute miles)	
Commuting miles	
All other personal-use miles	
Interest paid on auto loan used to purchase this vehicle	\$
Was the vehicle available for personal use? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was the vehicle used primarily by a 5% or more owner of the Corporation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is another personal-use auto available? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was the standard mileage rate used last year? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Additional Questions for Corporations Providing Vehicles for Use by Employees

Does the Corporation maintain a written policy prohibiting all personal use of company vehicles?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the Corporation maintain a written policy prohibiting all use except commuting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the Corporation treat all use of vehicles by employee as personal use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the Corporation provide more than five vehicles to employees and keep records?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Automobile Expenses

(list these expenses if the corporation is NOT claiming the standard mileage rate)

Garage rent	\$	Repairs	\$
Gas	\$	Tires	\$
Insurance	\$	Tolls	\$
Licenses	\$	Registration fees	\$
Oil	\$	Other expenses (list):	\$
Parking fees	\$		\$
Lease payments	\$		\$

Interest and Dividend Income Worksheet

Please attach copies of all interest and dividend statements the Corporation received for the year.
 If you are receiving interest payments under a seller financed mortgage, we will need the name, address and SSN of the person making payments to you.
 For each payer of interest or dividends, enter the total payment received.

Do you have money in or ownership over a bank account in a foreign country? Yes No

Do you wish to nominee any interest to a secondary account holder? Yes No

Name of bank or other payer	Interest Received	Name of corporation or other payer	Dividends Received
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Sale of stock or other property

Please attach copies of year-end brokerage statements relating to stock sales
 If real estate was sold during the year, provide copies of closing papers

Description of property sold	Date purchased	Purchase Price	Date Sold	Sales Price

Information relating to deductions and credits the Corporation may qualify for. Answer "Yes" or "No" and provide information as applicable.	Yes	No	Details
Did the Corporation purchase a hybrid or alternative fuel vehicle during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation pay wages to any employees who were members of a targeted group?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation initiate a new 401K plan during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation pay for disabled access equipment or improvements during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation provide for or reimburse employees for Childcare expenses during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the corporation manufacture or build a product inside the United States? If so, the following additional information will be needed to complete the Corporation's return: Gross receipts from sales of domestically produced product Cost of domestically produced goods Expenses, deductions or losses directly allocable to the domestic product Expenses, deductions or losses indirectly allocable to the domestic product. Form W2 wages paid for the year	<input type="checkbox"/>	<input type="checkbox"/>	

Taxpayer certification

I hereby certify that I have truthfully and accurately, to the best of my knowledge and ability, provided D Tax People with all information requested on this Corporation Organizer and that I have answered fully and truthfully to all questions and requests for information from D Tax People personnel.

I understand I am legally liable for the accuracy of my own tax return. I agree not to hold D Tax People responsible for errors or omissions made on my return because I withheld information or failed to provide D Tax People information necessary to complete my tax return accurately.

I also understand that D Tax People will charge a fee for the preparation of my tax return (and/or time spent) based on the agreed amount. I agree to pay D Tax People based in a timely matter as agreed to. If I fail to pay for this service, D Tax People may use information gained while preparing my return for collection purposes.

Authorized Signature

Date