

S-Corporation Tax Organizer –Form 1120-S

This organizer is provided to help you gather and organize information that will be needed in the preparation of your S-Corporation tax returns. If you are a first time client to NW Tax & Accounting LLC, please provide us with a copy of the last three years of returns for your S-Corporation.

Organization Name: _____ Tax Period: _____

Doing Business as: _____ Date Incorporated: _____

Date of S-Corp Election: _____

Address: _____ Federal EIN ** _____

_____ State BIN ** _____

****Please provide a copy of the Federal & State ID number forms.*

Contact Name: _____ Phone Number: _____

Contact Email: _____ Alt Phone Number: _____

Contact mailing address: _____

Additional Items we will need:

- Copies of your current year profit and loss statement and balance sheet. If you use QuickBooks or Excel please provide us a backup of your file.
- If you have employees and we don't do your payroll or are new we will need copies of the following
 - Form W-3 (Total Annual Payroll filed with W-2's)
 - Federal Form 940 (FUTA) for the current year
 - Federal Form 941 (FICA) for all quarters for the current year (4 total)
 - Oregon Combined Payroll report (Otter) for all quarters for the current year (4 total)
- If you need us to prepare any financial reports please see our list of items we will need under our Accounting tab. *note make sure to add link*
- Copies of any 1099-Misc you issued.
 - You must issue a 1099-Misc to attorney or unincorporated business (LLC, Partnership, Landlord or Individual) that you paid more than \$600 to during the year.
 - Did you issue any 1099-Misc for the current year? **Yes No**
 - In No, would you like us to prepare the 1099-Misc for you? **Yes No**
- If the S-Corporation received any interest or dividend income during the year please provide a copy of the 1099's.
 - 1099-INT Interest Income
 - 1099-DIV Dividend Income
 - If interest payments are paid under a seller financed mortgage/loan we will need the name, address and ID number (SSN or EIN) of the party making these payments.
- If the S-Corporation had any stock, real estate or other property sales during the year. Please provide a copy of:
 - Year-end brokerage statements
 - 1099-B Proceeds from Broker and Barter Exchange Transactions
 - Closing documents on the sale of real estate
 - 1099-S Proceeds from Real Estate Transaction

Please check Yes or No to all questions. Or enter requested information.		Yes	No
Is this the S-Corporation first year filing?			
In what state was the S-Corporation formed?			
In what state is the S-Corporation state of residence?			
Date that the S-Corporation was first authorized to do business in resident state?			
Was there a change of name to the S-Corporation during the year?			
Did the S-Corporation make or revoke a corporate tax filing election during the year?			
Was there a change of address to the S-Corporation during the year?			
What is the principal business activity of the S-Corporation?			
Which accounting method is used by the S-Corporation Cash Accrual Other:			
Does the S-Corporation file using the calendar year?			
If no, what fiscal year is used?			
Number of Shareholders on the last day of the tax year?			

Partner/Member Information					
First & Last Name. (Please provide information for all Shareholder who owned any shares during the current year)	Social Security Number	Complete mailing address Street address City, State, Zip	No. of shares owned at beginning of year	No. of shares owned at year end	Date of share ownership changed (if applicable)

Please provide the following information if any of the following activities accord to any of the partners/members during the current year.

Name of Shareholder or Officer names	Wages paid to Shareholder or officers	Health Ins. premiums paid for Shareholder	Capital contributions made by Shareholder	Distributions made to Shareholder	Loans to S-Corp from the Shareholder	Loans repaid by S-Corp to the Shareholder

Business income from other States
Did the S-Corporation conduct business in more than one state?
If Yes, please list State and income.
State Name: _____ Income: _____
State Name: _____ Income: _____
State Name: _____ Income: _____

Business Income		
Gross receipts or sales for the business for the current year	\$	
Did you receive any 1099-K's	Yes	No
If yes was this income included in the total gross receipts/sales listed above	Yes	No
Did you provide us a copy of all 1099-K's you received	Yes	No
What portion of gross receipts/sales listed above was refunded/returned	\$	
Did the S-Corporation have any rental income for the year	Yes	No
If yes, what was the gross receipts from rental property income	\$	
Did the S-Corporation have any other income not included in the gross receipts above? (i.e. Investment or Capital Gain income)	Yes	No
Any other income not included on this organizer? Please describe:		

Business Deductions/Expenses

Accounting	\$	Parking and Tolls	\$
Advertising/ Promotional		Postage/Shipping/Delivery	
Auto (see auto worksheet pg.7)		Education and Professional Training	
Bank Fees/Charges		Rent: office, leasehold, storage (must issue 1099-Misc to unincorporated entity)	
Commission and Fees		Rent/Lease: vehicles, machinery or equipment	
Computer. Equipment & Furniture (see Asset Depreciation worksheet on pg.5)		Repair and Maintenance	
Contract Labor (must issue 1099-Misc if over \$600 to any unincorporated entity)		Software (see Asset Depreciation worksheet on pg.5)	
Subscriptions and Dues		Supplies and Small Tools (no equipment purchases. See asset Depreciation worksheet on pg.)	
Employee Benefit Programs		Taxes: Payroll Taxes (Federal & State)	
Health Insurance -Employee		Taxes: Property Taxes	
Health Insurance- Partner/Member		Taxes: Other	
Other Insurance		Telephone Expenses	
Interest Expense-Business Credit Cards		Travel (see meal & entertainment worksheet on pg.6)	
Interest Expense-Business Loans		Utilities (do not include office in home)	
Interest Expense-Business Mortgages		Wages/Salaries (please provide requested payroll reports pg.1)	
Laundry/Cleaning/Janitorial		Other Business Expenses not listed above	
Legal and Professional Fees			
Licenses and Permits			
Meals & Entertainment (see meal & entertainment worksheet on pg.)			
Merchant Card Fees			
Office Expenses (non-depreciable items)			

Cost of Goods Sold (COGS)

Cost of goods sold is the accumulated total of all costs used to create a product or service, which has been sold.

Do you manufacture or produce a product for sale?	Yes	No
Do you operate a wholesale or retail business where you maintain an inventory of goods?	Yes	No
Opening inventory on the first day of the year?	\$	
Cost of purchases products (less cost of items used for personal use)?	\$	
Cost of Labor related to sale or production of goods held for sell?	\$	
Materials and Supplies used in manufacturing or sales production?	\$	
Other costs of goods not listed above (attach detailed list)	\$	
Closing inventory on the last day of the year?	\$	

Depreciable Asset Worksheet

For reporting purchases and dispositions of all capital assets you used or disposed of during the current business year.

Please provide the following information for each item purchased or sold.

Assets purchased during the current business year

Description of Assets Purchased	Purchase Date	Purchase Cost

Assets sold/disposed of during the current business year

Description of Assets Sold/Disposed	Sale/Disposal Date	Sale Price

Travel Expense Worksheet

Please list your total travel expense for the current tax year.

Expenses	Amount
Airfare:	\$
Transportation: Bus, Train, Taxi, Rental Car	
Entertainment:	
Meal (Actual Receipts not Per Diem see below):	
Hotel & Lodging:	
Parking & Tolls:	
Other:	
Other:	
Other:	

Per Diem Travel Expenses

Important information to know about Per Diem for Meals:

- Per Diem rates are based on a full 24 hour day of travel. Therefore the first and last day of any business trip will have to be prorated and not counted as a full day.
- The S-Corporation can use the Per Diem rate to reimburse actual cost of meals and lodging to any 2% Shareholder that travels for business. Only for meals can the S-Corporation reimburse a shareholder a daily per diem amount instead of actual cost.
- For non-shareholders the S-Corporation can choose between actual cost of Meal & Lodging or a daily Per Diem rate for Meals & Lodging.
- The daily Per Diem rates vary from city, state and country. In order to calculate these amounts please provide as much detail as possible on each employee that travelled for business during the current year.
- An S-Corporation may choose per trip to take either Per Diem or actual cost. But both cannot be taken per trip.
- If a partial travel day was taken the S-Corporation may choose to reimburse actual cost or by using a partial Per Diem rate.

City/Town & State	County (not Country)	Dates ___ to ___	Total Days

Business Use Vehicle Expenses

Important information to know about business vehicle expenses:

- If the shareholder or an employee uses their own personal vehicle to conduct business.
 - The S-Corporation can reimburse using the actual operating expenses or the allowable standard mileage rate.
 - A written log must be maintained and provide to the S-Corporation
 - The S-Corporation must maintain written records of all expenses incurred and amounts paid to each shareholder and employee.
- If the S-Corporation owns the vehicle the Partnership/LLC can claim actual operating expenses incurred.
 - The S-Corporation will need to provide proof of business use of vehicle in the form of a mileage log or other written proof of the current calendar year showing that the vehicle is 100% business use.

Vehicle Description (Make, Model and Year):

Date vehicle was placed into service:

Purchase price of vehicle: \$

Current your only mileage

Total miles for current year	
Business miles included in total	
Average daily roundtrip commuting miles	
Commuting miles included in total	
Other miles	
Beginning of year odometer reading	
End of year odometer reading	

Please provide the following information for each vehicle that is used by a 5% or more owner of the S-Corporation. Please answer all questions below by circling Yes or No.

Was this vehicle available for personal use during off-duty hours?	Yes	No
Was this vehicle used primarily by more than a 5% owner?	Yes	No
Was another vehicle available for personal use?	Yes	No
If this is not the first year for the S-Corporation was the standard mileage rate used last year?	Yes	No

Please provide the following information if the S-Corporation provided vehicles for use to employees. Please answer all questions below by circling Yes or No.

Does the S-Corporation prohibit employee personal use of vehicles?	Yes	No
Does the S-Corporation prohibit employee personal use of vehicles, except for commuting?	Yes	No
Does the S-Corporation treat all use of vehicle as personal use?	Yes	No
Does the S-Corporation provide more than five vehicles?	Yes	No
Does the S-Corporation have written record of all vehicles policies?	Yes	No

Vehicle Expense paid out by S-Corporation (do not include mileage reimbursement)

Gas		\$
Insurance		
Licenses		
Oil		
Parking & Tolls		
Registration Fees		
Repairs		
Other:		
Other:		
Other:		

Mileage Reimbursement to shareholder/employees

Total mileage reimbursement paid to shareholder and/or employees for the year \$

Engagement Letter for 1120-S S Corporations

Thank you for choosing NW Tax & Accounting LLC to assist with the tax return(s) preparation for _____ (company name). The purpose of this letter is to confirm the terms of our engagement and the services we will provide.

We will be preparing tax return(s) for _____ (year) for the above listed corporation. We may ask for clarification of some information, but we will not audit or otherwise verify the data you submit. We will provide checklists, questionnaires and/or worksheets to help you gather information necessary for a complete return.

The law can impose strong penalties on a taxpayer when there is an understated of their tax liability. NW Tax & Accounting, LLC and its personnel are not liable for errors or omissions that may result from the failure of _____ (company name) management's part to fully and properly disclose information needed to accurately complete the above mentioned company's tax returns.

Our fee for preparation of the returns identified above will be based on a fixed rate schedule. Additional fees may be applied if bookkeeping, accounting or research services are needed. All invoices are due and payable upon presentation. To the extent allowed by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

We retain copies of the records you have supplied us along with our work papers for your engagement for a period of four years. After four years, our work papers and engagement files are destroyed. All of your original records will be returned to you at the end of this engagement. Our working papers and files are not a substitute for the original records, and you should keep them in secure storage.

If this letter reflects your understanding of the terms of our engagement, please sign the enclosed copy in the space indicated and return it to us. If you have identified other returns you want us to prepare, please list them below your signature.

Thank you for your confidence in NW Tax & Accounting LLC.

Accepted by:

Authorized manager of the Company: _____

Date: _____