



Corporate/LLC Tax Organizer

Corporate Name: _____ Type: LLC ____ S-Corp: ____ C-Corp ____

Tax ID #: _____ CA FTB #: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Primary Contact: _____ Phone Number: _____ E-Mail: _____

Date Incorporated: _____ State of Incorporation: _____ Date of S-Corp Election: _____

Number of Owners/Members: _____ Ownership Changes During the Tax Year? Yes No

Important Information:

- S-Corp and LLC Tax Returns are **due MARCH 15th, 2023**. If you require an extension, notify us by e-mail before March 1st, 2023.
- C-Corp Tax Returns are due April 15th, 2023. If you require an extension, notify us by e-mail before March 1st, 2023.
- If this is the first year we are preparing tax returns for this corporation, we require the following:
 - Shareholder/Member Data form must be completed for EVERY owner.
 - Copy of prior year tax return (if applicable)
 - IRS EIN Letter
 - IRS S-Corp Acceptance Letter (if applicable)



Shareholder / Member Data Sheet

(Must complete if: 1) ownership changes or 2) first year we are preparing a tax return for this entity)

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SSN: _____ Is owner "active" in business operations? Yes No

Number of Shares or % Ownership: Beginning of year: _____ End of Year: _____

Corp Officer: Yes No Title: _____ US Citizen/Resident: Yes No

Capital Contributions Made During Tax Year:

Amount: _____ Date: _____

Amount: _____ Date: _____

If this shareholder/member had any change of ownership during the tax year, please provide details of monies exchanges, shares/ownership transferred and dates of changes:



Corporate/LLC Income and Expense Report

We require income and expenses to be reported from a professional software (i.e. QuickBooks), a well-organized spreadsheet, or this document. Do not submit receipts.

If your GROSS income exceeded \$250,000, we require a balance sheet.

Gross Income: _____ Returns/Refunds: _____

Cost of Good Sold	
Beginning Inventory	
Purchases During Year	
Other Cost Of Goods Sold Costs	
Ending Inventory	

Accounting		Education/Training	
Advertising		Employee Benefits	
Auto Expenses		Equipment Rental	
Bank/Merchant Fees		Gifts	
Cell Phone		Independent Contractors	
Collection Costs		Insurance: General	
Commissions		Insurance: Building & Equipment	
Consulting		Insurance: Liability	
Dues and Subscriptions		Insurance: Workers Comp	



Corporate/LLC Income and Expense Report (con't)

Insurance: Other		Repairs / Maintenance	
Interest		Software	
Internet		Security	
Janitorial/Cleaning		Supplies	
Laundry		taxes: FTB Franchise Tax	
Legal/Professional		Taxes: Payroll	
Marketing		Taxes: Property	
Meals 50%		Taxes: Other	
Meals 100%		_____	
Meetings		Telephone	
Miscellaneous		Tools	
Office Expense		Travel	
Outside Services		Uniforms	
Parking Fees / Tolls		Utilities	
Payroll Processing		W2 Wages - Employees	
Pension/Profit Share		<u>W2 Wages - Shareholders</u>	
Permits and Fees		Waste Removal	
Postage / Shipping		Other:	
Printing		_____	
Recruiting		Other:	
Rents		_____	