

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 Acosta Tax & Advisory PA, 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 ** _____

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 are new client, please provide us with a copy of your prior year income tax return, including depreciation schedules
- 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)
 - Florida Reemployment report for all quarters for the current year (4 total)
- 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)

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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:

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Provide us with a Profit & Loss (Year to date) Alternatively, complete this page - Business Deductions/Expenses			
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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		Office Expenses (non-depreciable items)	
Legal and Professional Fees		Other Business Expenses not listed above	
Licenses and Permits			

Travel Expense Worksheet	
<i>Please list your total travel expense for the current tax year.</i>	
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:	

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

Business Use Vehicle Expenses
<p>Important information to know about business vehicle expenses:</p> <ul style="list-style-type: none"> • If the shareholder or an employee uses their own personal vehicle to conduct business. <ul style="list-style-type: none"> ▪ 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.

<ul style="list-style-type: none"> 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 year 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	\$	