

*Updegrave, McDaniel, McMullen & Chiccehitto, PLC*  
**2018 CORPORATION TAX ORGANIZER (FORM 1120)**

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Corporation Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Name and SSN of person authorized to sign returns \_\_\_\_\_

Please provide the following information:

- |  | Done | N/A |
|--|------|-----|
| 1. Balance sheet, profit and loss statement, and detailed general ledger of all income/expense accounts OR a QuickBooks file (preferred) with a cut-off date of 1/1/19. If you would like to import the adjusting journal entries we make to complete your tax return, please send us an accountant's copy. If you have questions about this, please contact us. |      |     |
| 2. Fixed assets account details and schedule of assets acquired and/or sold, including date acquired or sold and sales or purchase price.  |      |     |
| 3. Copies of correspondence with tax authorities regarding changes to prior year returns.  |      |     |
| 4. Details of changes in stock ownership; e.g., number of corporate shares issued or purchased, date, and price.   |      |     |
| 5. For each corporate officer, provide SSN, compensation, percentage of ownership, hours devoted to business, and date ownership acquired.   |      |     |
| 6. Did you offer health insurance coverage to all of your full time employees?   |      |     |
| 7. Did you reimburse health insurance costs to your employees (including shareholders of the corporation)? Provide details.  |      |     |
| 8. Schedule of loans to/from shareholders, officers, and related parties, including loan docs with interest rates and payment schedules.   |      |     |
| 9. Copy of Articles of Incorporation and Bylaws.   |      |     |
| 10. Detailed analysis of entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state, and local income tax payments and refunds.   |      |     |
| 11. Copies of Forms 1094, 1095, 1096, 1099, 941, 940, 5500, 1042, W-2s and W-3s that have been filed. Please make sure you have mailed all the necessary 1099's to recipients by the filing deadline of January 31, 2019.  |      |     |
| 12. List of nondeductible expenses, i.e. penalties, meals and entertainment (if not easily identifiable in your QuickBooks or other general ledger format).  |      |     |
| 13. Vehicle and mileage data for company-owned passenger vehicles.   |      |     |
| 14. List each type of trade, business activity, or rental activity, and indicate the date started or acquired.   |      |     |
| 15. List of states where business is conducted.  |      |     |
| 16. BPOL and Personal Property Tax forms, if we are to prepare them.   |      |     |
| 17. Did you make any federal or state estimated tax payments for 2018? If so, please provide amounts.  |      |     |