

Updegrave, McDaniel, McMullen & Chiccehitto, PLC
2021 CORPORATION TAX INFORMATION REQUEST LIST(FORM 1120)
(This information is required prior to tax preparation)

Corporation Name _____
 Address _____
 Email Address _____
 Name and SSN of person authorized to sign returns _____

Please provide the following information:

	Done	N/A
1. One of the following: a) Comparative 2021-2020 balance sheet and profit and loss statement with a 2021 detailed general ledger of all income/expense accounts b) a QuickBooks desktop accountants' copy file with a cut-off date of 1/1/2022 or c) access to QuickBooks Online (QBO). QuickBooks file/access is preferred. If you have questions about this, please contact us.	<input type="checkbox"/>	<input type="checkbox"/>
2. Fixed assets account details and schedule of assets acquired and/or sold, including date acquired or sold and sales or purchase price.	<input type="checkbox"/>	<input type="checkbox"/>
3. Copies of correspondence with tax authorities regarding changes to prior year returns.	<input type="checkbox"/>	<input type="checkbox"/>
4. Details of changes in stock ownership; e.g., number of corporate shares issued or purchased, date, and price.	<input type="checkbox"/>	<input type="checkbox"/>
5. For each corporate officer, provide SSN, compensation, percentage of ownership, hours devoted to business, and date ownership acquired.	<input type="checkbox"/>	<input type="checkbox"/>
6. Did you offer health insurance coverage to all of your full time employees?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did you reimburse health insurance costs to your employees (including shareholders of the corporation)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Schedule of loans to/from shareholders, officers, and related parties, including copy of loan docs with interest rates and payment schedules.	<input type="checkbox"/>	<input type="checkbox"/>
9. If new business, client or if any changes: Copy of Operating Agreement, Articles of Incorporation and Bylaws.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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 the recipients by the filing deadline of January 31, 2022.	<input type="checkbox"/>	<input type="checkbox"/>
12. List of nondeductible expenses, i.e. penalties, meals and entertainment (if not easily identifiable in your QuickBooks or other general ledger format).	<input type="checkbox"/>	<input type="checkbox"/>
13. Vehicle and mileage data for company-owned passenger vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
14. List each type of trade, business activity or rental activity, and indicate the date started or acquired.	<input type="checkbox"/>	<input type="checkbox"/>
15. List of states where business is conducted.	<input type="checkbox"/>	<input type="checkbox"/>
16. Business License (BPOL) and Personal Property Tax forms, if we are to prepare them.	<input type="checkbox"/>	<input type="checkbox"/>
17. Did you make any federal or state estimated tax payments for 2021? If so, please provide amounts and dates paid.	<input type="checkbox"/>	<input type="checkbox"/>
18. Did you receive any PPP, SBA, EIDL or grant funds for COVID-19 relief in 2021? If so, please provide additional info and let us know if the PPP loan is expected to be forgiven.	<input type="checkbox"/>	<input type="checkbox"/>