

2022 CORPORATION TAX INFORMATION REQUEST LIST (FORM 1120)

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 2022-2021 balance sheet and profit and loss statement with a 2022 detailed general ledger of all income/expense accounts b) a QuickBooks desktop accountants' copy file with a cut-off date of 1/1/2023 or c) access to QuickBooks Online (QBO). QuickBooks file/access is preferred. 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. Business License (BPOL) and Personal Property Tax forms, if we are to prepare them.
7. List of states where business is conducted and provide amount of revenue allocated to each.
8. Schedule of loans to/from shareholders, officers, and related parties, including copy of loan docs with interest rates and payment schedules.
9. If new business client or if any changes: Copy of Operating Agreement, 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 the recipients by the filing deadline of January 31, 2023.
12. List of nondeductible expenses, i.e. penalties 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. Did you reimburse health insurance costs to your employees (including shareholders of the corporation)?
16. Did you offer health insurance coverage to all of your full time employees?
17. Did you make any federal or state estimated tax payments for 2022? If so, please provide amounts and dates paid.
18. Did you receive any PPP, SBA, EIDL or grant funds for COVID-19 relief in 2022? If so, please provide additional info and let us know if the PPP loan is expected to be forgiven.

Yes No