

2022 S CORPORATION TAX INFORMATION REQUEST LIST(FORM 1120S)

Corporation Name _____

Address _____

Email Address _____

Name and SSN of person authorized to sign returns _____

Please provide the following information:

- | | <u>Done</u> | <u>N/A</u> |
|---|-------------|------------|
| 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 or | | |
| b) A QuickBooks desktop accountants' copy file with a cut-off date of 1/1/23 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 tax ID, 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 all fringe benefits (health insurance, disability & life insurance premiums) paid on behalf of 2% shareholders. Have benefits been included in their W-2? | | |
| 9. Schedule of loans to/from shareholders, officers, and related parties, including copy of loan docs with interest rates and payment schedules. | | |
| 10. If new business client or if any changes provide: Copy of Operating Agreement, Articles of Incorporation and Bylaws. | | |
| 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)? | <u>Yes</u> | <u>No</u> |
| 16. Did you make any state tax payments on behalf of nonresident shareholders in 2022? If so, please provide amounts. | | |
| 17. Did you offer health insurance coverage to all of your full time employees? | | |
| 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. | | |
| 19. This corporation qualifies under the domestic filing exception for pass through entities (please review client notification letter) and is not required to file Schedules K-2 and K-3. | | |