

Updegrave, McDaniel, McMullen & Chiccehitto, PLC
2023 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 2023-2022 balance sheet and profit and loss statement with a 2023 detailed general ledger of all income/expense accounts b) a QuickBooks desktop accountants' copy file with a cut-off date of 1/1/2024 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. Business License (BPOL) and Personal Property Tax forms, if we are to prepare them. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. List of states where business is conducted and provide amount of revenue allocated to each. | <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, 2024. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. List of nondeductible expenses, i.e. penalties 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. Did you reimburse health insurance costs to your employees (including shareholders of the corporation)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Did you offer health insurance coverage to all of your full time employees? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Did you make any federal or state estimated tax payments for 2023? If so, please provide amounts and dates paid with your tax information. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Did you receive any ERC, PPP, SBA, EIDL or grant funds for COVID-19 relief in 2023? If so, please provide additional info with your tax information. | <input type="checkbox"/> | <input type="checkbox"/> |