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CORPORATION TAX ORGANIZER (1120)

Corporation Name _____   Tax Period _____

Address _____   Federal ID# _____

_____   State ID# _____

Please provide an end of the year balance sheet and profit and loss statement. If you have a Quickbooks file, you can e-mail the file to rlenz@atl.mindspring.com or print out and fax or send a standard Profit & Loss and standard Balance Sheet. In addition, please provide the following information:

		DONE	N/A
1.	Copies of correspondence with tax authorities regarding changes to prior year returns.	_____	____
2.	Details of changes in stock ownership.	_____	____
3.	For each corporate officer provide SS#, compensation, percentage of ownership and time devoted to business.	_____	____
4.	Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.	_____	____
5.	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.	_____	____
6.	Copies of Forms 1099, 941, 940, 5500, 1042 and W-2 that have been filed.	_____	____
7.	Schedule of all interest and dividend income.	_____	____
8.	Schedule of assets acquired and/or sold during the year including date acquired, date sold sales or purchase price, including any trade-in allowance.	_____	____
9.	Copy of the inventory uniform capitalization computation.	_____	____
10.	Schedule of contributions.	_____	____
11.	Detail of any lobbying expenses.	_____	____
12.	List expenses, such as penalties and life insurance premiums.	_____	____

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13.   Schedule of any club dues paid.   _____   ____

14.   Vehicle and mileage data for company-owned passenger vehicles.   _____   ____

15.   Details of miscellaneous income/expense accounts.   _____   ____

16.   Furnish total of meal and entertainment expenses.   _____   ____

17.   List of activities conducted in other states.   _____   ____