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CORPORATION/S-CORPORATION TAX ORGANIZER (1120, 1120S) COMPREHENSIVE

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE # _____

FAX # _____

E-MAIL ADDRESS _____

TAX YEAR ENDING _____

FEDERAL ID # _____

STATE ID # _____

Enclosed is an organizer and questionnaire to assist us in gathering the information we need to prepare your current year tax return. Your 2002 corporate or S-corporate income tax returns are due on March 15, 2003. In order to meet this filing deadline your completed tax organizer needs to be received no later than March 1, 2003. Any information received after this date may require that an extension of time be filed for this return.

If an extension of time is required, any tax that may be due with this return must be paid with that extension. Any taxes not paid by the filing deadline are subject to late payment penalties and interest when those taxes are actually paid.

Thank you for the opportunity to assist you with your tax filings. Please be sure to check out our websites at www.rlenz.com and www.bizsalesgroup.com for a complete listing of the quality services we offer. We hope you will find that we are a reliable and cost effective solution for many of your business and financial needs.

Best regards,

RANDALL A. LENZ, J.D., CPA

CORPORATION TAX ORGANIZER (1120, 1120S)

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:

YES NO N/A

100) GENERAL INFORMATION

101) If this is the first year we will prepare the tax return, provide the following from your file or your prior accountant:

- Tax returns for the prior three years _____
- Depreciation schedules _____
- List of all investments _____
- All tax carryforward schedules such as NOL, tax credits, contributions, etc. _____
- Copy of buy/sell agreement _____
- Copies of rulings issued by the IRS or other tax authorities. _____
- Copies of notices or changes to prior returns by the IRS or any other tax authorities. _____

S CORPORATION ONLY

- Provide a copy of the S corporation approval. _____
- Provide a list of all shareholders and provide the following information: _____
 - Name
 - Address
 - Tax ID#
 - Type of entity
 - Number of shares
- If the corporation (1) filed its election to be an S corporation after December 31, 1986; and (2) was a C corporation prior to making the election, provide a copy of the schedule of net built-in gains. _____
- Has the corporation elected a fiscal year end? If yes, provide a schedule of section 444 tax deposits and a copy of Form 8716. _____
- Does the corporation engage in more than one trade or business activity? If yes, list and note those started or acquired after October 22, 1986. _____
- Does the corporation engage in any rental activity? If yes, list and note those started or acquired after October 22, 1986. _____

102) Should the address shown on the return be different from last year? If so, what address should be shown on the return? _____

103) Has the corporation been notified of any changes to previous returns by any taxing authority? If yes, provide copies of all correspondence. _____

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 104) Has the corporation received any notices or correspondence from the IRS or any other tax agency? If yes, provide copies. | ___ | ___ | |
| 105) If ownership changed during the year, has there been a change in ownership percentages? Provide a schedule of all changes, including dates and number of shares. | ___ | ___ | ___ |
| 106) Have there been any changes to the shareholders' buy/sell agreement? If yes, provide a copy. | ___ | ___ | ___ |
| 107) Has the corporation updated its minute book for the year? If yes, provide copies. | ___ | ___ | |
| 108) Provide the names and telephone numbers of the corporation's advisors: | | | |

	Name and Address	Telephone #	Fax #	E-Mail
Attorney				
Banker				
Insurance				
Broker				

- 109) Describe the principal business activity of the corporation:

- .1) Did the corporation purchase or sell a business or business segment during this year? If yes, provide a copy of contract or agreement. ___ ___
- .2) Did the corporation engage in any new activities during the year? If yes, describe new business on an attached sheet. ___ ___
- .3) Did the corporation discontinue operations this year? ___ ___
- 110) Does the corporation have any of the following employee benefit plans?
- .1) Qualified retirement plan(s)? ___ ___
 If yes, are we to prepare Form 5500? ___ ___
 Are we to compute the contribution? ___ ___
- .2) SEP or SIMPLE Plan? ___ ___
 If yes, are we to compute the contribution? ___ ___
- .3) Cafeteria plan? ___ ___
 If yes, are we to prepare Form 5500? ___ ___

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
.4) Non-qualified retirement plan(s)? Number of plans ____ (describe) _____ _____	____	____	
If yes, has the "one time only" filing with the Department of Labor been done?	____	____	
.5) Other benefit plans not described above? If yes, describe: _____ _____	____	____	
111) Did the corporation include taxable fringe/welfare benefits such as health insurance, group term life insurance, educational assistance, expense allowances and personal use of corporate owned vehicles as compensation in employee Form W-2 and, if applicable, subject such amounts to payroll taxes?	____	____	____
112) At year end, did the corporation own, directly or indirectly, 50% or more of the voting stock of a domestic corporation? If yes, provide a copy of that corporation's current tax return. Ownership percentage: _____	____	____	
113) At year-end did any corporation, individual, partnership, trust or estate own, directly or indirectly, 50% or more of the corporation's voting stock? If yes: .1) Name: _____ Address: _____ ID#: _____ Ownership percentage: _____ .2) Was such owner a person other than a U.S. citizen?	____	____	
114) Do the shareholders owning 80% or more of this corporation own 80% or more of any other corporation(s)? If yes, provide a copy of the other corporate tax returns.	____	____	
115) Is this corporation a shareholder of any foreign corporation? If yes, identify each corporation.	____	____	
116) Is this corporation a partner in any foreign corporation? If yes, identify each corporation.	____	____	
117) Did the corporation at any time during the year have an interest in a foreign bank account? If yes, provide details.	____	____	
118) Was the corporation the grantor or transferor to a foreign trust during the year? If yes, provide details.	____	____	

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

YES NO N/A

119) During this taxable year, did the corporation pay dividends? If yes, attach a schedule reflecting date declared; date paid, amount and form of payment (cash, other). _____

120) Did one foreign person, at any time during the tax year, own directly or indirectly, 25% or more of the total voting power or value of all classes of stock of the corporation? If yes: _____

.1) Enter the percentage owned _____

.2) Enter the owner's country _____

121) List income tax deposits below in order of date paid:

	Prior Year Overpayment Applied	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Extension
FEDERAL						
Date Paid						
Amount	\$					
STATE						
Date Paid						
Amount	\$					

122) Provide a detailed schedule of the activity, in the general ledger income tax accounts (asset, liability and expense).

123) Circle method of accounting for tax purposes:
 Cash Accrual Other (Describe) _____

124) Did the corporation establish any new general ledger accounts during the year? If yes, provide a list with a brief explanation of each new account. _____

125) Did the corporation post any entries to the retained earnings account during the year? If yes, provide details of the activity. _____

126) Provide copies of Forms 1099, 941, 940, 1042 and W-2 that have been filed. _____

127) Did the corporation have loans to/from shareholder(s) and other related parties during the tax year? If yes, provide a schedule indicating the amount of the loan, date of transaction, interest rate and payments. Also, provide a copy of the note if not previously provided. _____

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

YES NO N/A

128) Did the corporation refinance or restructure any outstanding debt this year? If yes, provide documentation. _____

129) Does the corporation do business in more than one state? If yes, list the states that the corporation did business in during this year: _____

.1) Provide copies of supporting schedules reflecting the three factor (property, payroll, sales) multistate apportionment formula. _____

.2) Provide a schedule showing any amounts for which there are known timing or treatment differences between federal and state reporting. _____

130) How many additional copies of the return do you need? _____

200) INCOME

201) Did the corporation receive interest income from the following sources? If yes, list total amount. _____

U.S. agencies _____
 U.S. government _____
 Tax exempt in state _____
 Tax exempt out of state _____
 Tax exempt private activity _____

202) Did the corporation sell any stocks, bonds, or securities during the year? If yes, complete the following: _____

Description of Securities Sold	Date Acquired	Cost or Basis Plus Selling Expenses	(Trade Date) Date Sold	Total Sales Price

203) Did the corporation own securities that became worthless during the year? If yes, provide details. _____

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

YES NO N/A

204) Did the corporation sell or dispose of any assets used in its business? If yes, provide a schedule listing:

- Description of asset sold
- Date sold
- Sales price
- Selling expenses
- Date acquired
- Original cost or basis
- Depreciation claimed in prior years

205) Provide detail of all items greater than \$_____ in the miscellaneous income account.

Description	Amount

206) Did the corporation receive dividend income this year? If yes, provide details:

207) If dividends were received from mutual funds, provide the year-end statements.

208) Did the corporation make any sales qualifying for the installment method of reporting?

If yes, attach a copy of the agreement, the principal and interest received, and the beginning of the year and end of the year contract balances.

209) Were there any sales or exchanges during the year between the corporation and a shareholder? If yes, provide a detailed schedule.

210) Did the corporation engage in any bartering activity during the year? If so, provide a schedule of all such activities.

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

YES NO N/A

300) DEDUCTIONS

301) Information regarding corporate officers:

- .1) Compensation exceeding \$1,000,000 for any officer, provide details about amounts paid in performance based bonus, if any.:

Name	Social Security Number	% Time Devoted to Business	% Stock Owned		Compensation
			Common	Preferred	

302) Fiscal year Personal Service Corporation (PSC):

___ ___

- .1) Is the PSC on a fiscal year? If yes, provide the following information:

Name of Officer/Shareholder	Compensation from Beg. of Fiscal Year to End of Calendar Year	Compensation from Beg. of Subsequent Calendar Year to End of Fiscal Year	Total Compensation

- .2) If the PSC has elected a fiscal year end, provide a copy of an approved election (Form 8716) if not previously provided.

___ ___

303) Do the Uniform Capitalization Rules under section 263A related to items such as inventory and construction apply? If yes, provide copies of all schedules supporting the calculation of the amount of general and administrative expenses required to be capitalized in ending inventory or associated with self-constructed assets.

___ ___

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

YES NO N/A

304) List charitable contributions made or accrued during the year:

NOTE: You need to have written acknowledgment from any charity to which individual donations of \$250 or more were made during the year.

Organization	Amount

- .1) Did the corporation have an accrued charitable contribution at year-end? If yes, provide a copy of minutes authorizing contribution. _____
- .2) Did the corporation make a charitable contribution of inventory or property? If yes, provide details. Provide appraisal of value if the value exceeds \$5,000. _____
- .3) Did the corporation make political contributions during this tax year? If yes, enter amount \$_____. (Please note corporate political contributions are illegal.) _____

305) Did you incur any expenses to influence legislation and "lobbying?" If yes, provide a schedule of "lobbying expenses" and indicate which accounts these expenses were posted to. _____

306) Was any computer equipment donated to educational institutions? If yes, provide details. _____

307) Does the corporation pay life insurance premiums (other than group term life) for officers of the corporation? If yes, provide the following for each policy: _____

- Face amount
- Premium paid
- Insured
- Cash surrender value at year end
- Policy owner
- Loan balance at year end
- Beneficiary
- Interest paid on policy loan
- Type of policy

To which general ledger accounts have the payments been posted? _____

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

YES NO N/A

308) Did the corporation pay penalties/fines during the tax year? If yes, list amount(s) and indicate the reason for the penalty/fine.

Description	Amount

309) Did the corporation acquire any assets during the tax year? If yes, provide a schedule of assets purchased including the date placed in service and a copy of the purchase invoice. Include any trade-in information.

310) Does the corporation wish to use accelerated depreciation methods?
 Does the corporation wish to use first year section 179 depreciation?

____ ____ ____
 ____ ____ ____

311) Does the corporation own or lease any vehicles? If yes, provide the following information for each vehicle (note certain exceptions may apply for companies with more than five vehicles):

- Vehicle description
- Other personal miles
- Date placed in service
- Total miles
- Business miles
- Average daily round trip commuting distance
- Commuting miles

.1) Does the corporation have evidence to support the claimed business use?
 If yes, is the evidence written?

____ ____ ____
 ____ ____ ____

.2) Were the vehicles available for personal use during off-duty hours?

____ ____ ____

.3) Were the vehicles used primarily by a more than 5% owner or related person?

____ ____ ____

.4) Is another vehicle available for personal use?

____ ____ ____

.5) Provide a copy of the lease for any leased vehicles. If not available, provide the following:

- Date of lease
- Fair market value at inception
- Term of the lease
- Lease payments

CORPORATION TAX ORGANIZER (1120, 1120S)
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YES NO N/A

312) Regarding corporate policy for vehicles:

- .1) Does the corporation maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by employees? ___ ___ ___
- .2) Does the corporation maintain a written policy statement that prohibits personal use of vehicles, excluding commuting, by employees? ___ ___ ___
- .3) Does the corporation treat all use of vehicles by employees as personal use? ___ ___ ___
- .4) Does the corporation provide more than five vehicles to employees and retain the information received from employees concerning the use of the vehicles? ___ ___ ___
- .5) Does the corporation require or maintain copies of vehicle logs? ___ ___ ___

313) Are computers or cellular phones or other listed property used by employees for personal purposes? If "yes, complete the following: ___ ___

Description	Date Placed in Service	Business Use %	Cost or Basis

- .1) Does the corporation have evidence to support the business use claimed? ___ ___ ___
- .2) If yes, is evidence written? ___ ___ ___

314) Did the corporation have any meal and/or entertainment expenses? If yes, to which account(s) were these items posted? _____ ___ ___

315) Did the corporation pay any club dues? If yes, to which account were these items posted? ___ ___

316) List all items in the miscellaneous expense account greater than \$ _____.

Description	Amount

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
317) Will all compensation related accruals (including vacation pay) be paid within 2½ months of year-end? If no, provide details of unpaid amounts.	_____	_____	_____
318) Are there any unpaid expenses to shareholder(s) at year-end? If “yes, provide detail.	_____	_____	_____
319) Provide copies of certification for members of target groups and associated wages paid qualifying for Work Opportunities Credit.	_____	_____	_____
400) S CORPORATIONS ONLY			
401) Have fringe benefits paid on behalf of more than 2% shareholders (including but not limited to medical, life insurance, disability, housing, etc.) been included in shareholder’s compensation, and included in payroll taxes? Indicate to which accounts these amounts have been posted.	_____	_____	_____