

# RANDALL A. LENZ

ATTORNEY-AT-LAW · CERTIFIED PUBLIC ACCOUNTANT

199 14<sup>TH</sup> STREET, NE SUITE 1907

ATLANTA, GEORGIA 30309-3688

(404) 815-1731, CELL (404) 323-1731, FAX (404) 815-0717

RLENZ@ATL.MINDSPRING.COM

## S CORPORATION TAX ORGANIZER (1120S) (SHORT VERSION)

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](mailto: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:

	<u>DONE</u>	<u>N/A</u>
1. Copies of correspondence with tax authorities regarding changes to prior year returns.	_____	_____
2. Details of changes in stock ownership.	_____	_____
3. For each shareholder provide ID#, compensation, percentage of ownership, time devoted to business, date ownership acquired and detail of distributions received.	_____	_____
4. Schedule of all fringe benefits paid on behalf of more than 2% shareholders and indicate which benefits have been included in their Form W-2.	_____	_____
5. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules.	_____	_____
6. Schedule of built-in gains.	_____	_____
7. 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.	_____	_____
8. Copies of Forms 1099, 941, 940, 5500, 1042 and W-2 that have been filed.	_____	_____
9. Schedule of all interest and dividend income.	_____	_____
10. Schedule of assets acquired and/or sold during the year including date acquired, date sold sales or purchase price, including any trade-in allowance.	_____	_____
11. Copy of the inventory uniform capitalization computation.	_____	_____
12. Schedule of contributions.	_____	_____
13. Detail of any lobbying expenses.	_____	_____
14. Schedule of any club dues paid.	_____	_____

- 15. List expenses such as penalties and life insurance premiums. \_\_\_\_\_
- 16. Vehicle and mileage data for company-owned passenger vehicles. \_\_\_\_\_
- 17. Details of miscellaneous income/expense accounts. \_\_\_\_\_
- 18. Furnish total of meal and entertainment expenses. \_\_\_\_\_
- 19. List each type of trade or business activity or rental activity and indicate the date started or acquired. \_\_\_\_\_
- 20. List of activities conducted in other states. \_\_\_\_\_