

2023 BUSINESS TAX ORGANIZER

C CORPS, S CORPS, LLC'S & PARTNERSHIPS

STOP! This tax organizer is not intended for Sole Proprietors and Single Member LLCs.

1

Collect your tax documents

Please gather all documents you receive marked "Important Tax Documents Enclosed."

2

Complete questionnaire

Once you have downloaded and saved a copy of this document to your computer, proceed with filling out each section as it applies to you.

3

Submit your information to our office by the deadline

All documentation must be received before we can schedule your project. If information is received after the "original" documentation deadline, an extension will be filed. If information is received after the "extended" documentation deadline, a 30% "rush fee" will be added to your invoice. **Organizers are required to be completed and submitted along with all other documentation. Documents will be considered incomplete without the organizer.**

	<i>Original Due Dates</i>		<i>Extended Due Dates</i>	
	Filing Due date	Documentation Deadline	Extension Due date	Documentation Deadline*
C Corporations	4/15/2024	3/11/2024	10/15/2024	9/10/2024
S Corporations	3/15/2024	2/9/2024	9/16/2024	8/12/2024
LLC's	3/15/2024	2/9/2024	9/16/2024	8/12/2024
Partnerships	3/15/2024	2/9/2024	9/16/2024	8/12/2024

BASIC INFORMATION

Business name _____ Year end _____

Phone Number _____ Email Address _____

Business Address _____

City

County

State

ZIP code

ESTIMATED TAX PAYMENTS MADE

	Federal		State (name)	
	Date paid	Amount paid	Date paid	Amount paid
Prior year overpayment applied	-		-	
1st quarter				
2nd quarter				
3rd quarter				
4th quarter				

FINANCIAL INFORMATION

	Done	N/A
Accounting Information		
1) QuickBooks – “Accountant’s copy” along with the version and any password or invite to online QuickBooks, or	<input type="checkbox"/>	<input type="checkbox"/>
2) Trial Balance from any other accounting system in Excel format and the following reports:		
a) General ledger	<input type="checkbox"/>	<input type="checkbox"/>
b) Balance sheet and income statement compared to prior year	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Information		
3) Copy of payroll reports showing employee gross wages and employer taxes paid for the year.	<input type="checkbox"/>	<input type="checkbox"/>

4) Copy of W-3, W-2s and 1099s filed.

Revenue Information

5) Copy of all forms 1099-K merchant card receipts.

6) Copy of all other forms 1099 received.

Fixed Asset Information

7) For asset additions, provide invoice copy with description, date of acquisition, purchase price, and any trade-in allowances.

8) For asset disposals, provide bill of sale including description, date of acquisition, date of disposition, sales proceeds, and any trade-in allowances.

9) Copy of all lease agreements entered into during the year.

Other

10) Business loans - Copy of all new loan documents

Yes **No** **N/A**

11) Did the company file all forms 1099? (provide copies)

12) Did the company take a physical inventory count at year-end?

GENERAL INFORMATION

If applicable, please provide the following additional information:

Done **N/A**

13) Amendments to articles of incorporation, bylaws, or LLC operating agreement.

14) Copy of notices from federal, state, or local taxing authorities with any changes noted.

15) Detail of reportable and listed transactions.

16) If there have been changes to the name or address of the corporation, provide the former and current information.

17) Schedule of Officer's Compensation which includes: officer name, address, title, tax ID number, % of time devoted to business, % of common stock owned, % of preferred stock owned and compensation.

18) Schedule of Ownership at Beginning of Year and End of Year which includes: Shareholder name, Tax ID number, Entity type, and ownership %.

19) For each change in ownership, provide details, including date of transfer, parties involved, and shares acquired or sold.

SUPPORTING DOCUMENTATION AND SCHEDULES

If applicable, please provide the following additional information:

	Done	N/A
20) Schedules K-1 received.	<input type="checkbox"/>	<input type="checkbox"/>
21) Forms 5471 received.	<input type="checkbox"/>	<input type="checkbox"/>
22) Compiled, reviewed, or audited financial statements, if available.	<input type="checkbox"/>	<input type="checkbox"/>
23) Detail of any large or unusual transactions	<input type="checkbox"/>	<input type="checkbox"/>
24) Details for other income and other deductions.	<input type="checkbox"/>	<input type="checkbox"/>
25) Details for tax-exempt interest and other tax-exempt income.	<input type="checkbox"/>	<input type="checkbox"/>
26) Detailed schedule of dividend income by type of dividends received.	<input type="checkbox"/>	<input type="checkbox"/>
27) Schedule of charitable contributions.	<input type="checkbox"/>	<input type="checkbox"/>
28) Detail of prepaid expenses and accrued expenses; include date of payment for accrued expenses paid after year-end.	<input type="checkbox"/>	<input type="checkbox"/>
29) Detail of loans to/from shareholders and/or related parties.	<input type="checkbox"/>	<input type="checkbox"/>
30) Detail of any other related-party transactions.	<input type="checkbox"/>	<input type="checkbox"/>
31) Roll forward of retained earnings, including increases, decreases, and distributions.	<input type="checkbox"/>	<input type="checkbox"/>

Was there a change in the method of determining quantities, cost, or valuations between opening and closing inventory? If so, provide details.

Was there a write-down of inventory? If so, provide detail for significant write-downs.

SUPPORTING DOCUMENTATION AND SCHEDULES

Were there any changes to debt in the current year? If yes, indicate the amount of new debt acquired, amount of debt paid off, or changes in debt terms.

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 32) Did the company contribute (or does it plan to contribute) to a qualified employee benefit plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33) Did the company include taxable fringe benefits such as health insurance, group-term life insurance, educational assistance, non-accountable expense allowances, and personal use of company vehicles in compensation on the employee's Forms W2 and, if applicable, subject such amount to payroll taxes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34) Did the corporation acquire, use, dispose of or hold any virtual currency/cryptocurrency (such as bitcoin)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35) Foreign Account Reporting: | | | |
| a. Do you have an individual who has signature authority over a foreign financial account? (Bank, brokerage, mutual fund, trust, or other type of foreign account) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Do you have any foreign financial accounts which had an aggregate value exceeding \$10,000 at any time during 2023? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

List Corporate-owned Vehicles (Attach additional schedule if needed)

Vehicle	Individual using vehicle	Date placed in service	Business miles	Commuting & other miles	Total miles

SUPPORTING DOCUMENTATION AND SCHEDULES

STATE INFORMATION

Provide the following state information:

	Done	N/A
36) List states in which the corporation has activity.	<input type="checkbox"/>	<input type="checkbox"/>
37) Schedule of receipts, payroll, and property listed by state.	<input type="checkbox"/>	<input type="checkbox"/>
38) Summary of account payments, transfers and credits (FTB Form 3713) for 2023. <i>The Franchise Tax Board will mail the 2023 Form 3713 by 1/31/2024.</i>	<input type="checkbox"/>	<input type="checkbox"/>

NEW CLIENTS

Provide the following information:

	Done	N/A
39) Copy of federal, state, and local tax returns for the prior two years, including any amended returns. Include depreciation supporting schedules and supporting QuickBooks or other financial statements.	<input type="checkbox"/>	<input type="checkbox"/>
40) Copy of articles of incorporation for a corporation, or operating agreement and articles of organization for an LLC, including any amendments.	<input type="checkbox"/>	<input type="checkbox"/>
41) If S corp., copy of Form 2553 (Election by a Small Business) that was filed in the first year of S status along with IRS determination letter.	<input type="checkbox"/>	<input type="checkbox"/>
42) Copy of any tax provision from prior year with supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>
43) Copy of carry forward schedules for net operating losses, general business credits, foreign tax credits, credit for prior year minimum tax, and unused charitable contributions and capital losses.	<input type="checkbox"/>	<input type="checkbox"/>
44) Copy of Form 3115 (Application for a Change in Accounting Method) if there has been a change in accounting method for the tax year. Also include copies of any Forms 3115 filed in the past three years.	<input type="checkbox"/>	<input type="checkbox"/>
45) Copy of Form 1128 (Application to Adopt, Change, or Retain a Tax Year) if the entity has elected to adopt, change, or retain its tax year.	<input type="checkbox"/>	<input type="checkbox"/>
46) Indicate the name and federal EIN of the parent corporation if this corporation is a subsidiary in an affiliated group or a parent-subsidary controlled group.	<input type="checkbox"/>	<input type="checkbox"/>
47) Schedule of Entities Owned.	<input type="checkbox"/>	<input type="checkbox"/>
48) If S corp., basis schedules for Federal and state.	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENT SUBMISSION

You have three options to submit your tax organizer and documents to our office:

Option 1

Upload your documents using our secure File Drop below (*Preferred*)

Submitting your documents electronically via the File Drop is the fastest and safest way to provide your information to us.

STOP! Make sure to save your entries BEFORE clicking the link below. Otherwise, you may lose your changes.

<https://depretiscpa.sharefile.com/share/filedrop>

Option 2

Mail your documents to our office:

**5000 Hopyard Road, Suite 403
Pleasanton, CA 94588**

(Please note, our address has changed)

Option 3

Make an appointment to drop off your information

For the safety of our staff and clients, access to our office will be available to visitors by appointment only. If you would like to drop your information off in person, please call the office in advance to schedule a drop-off time.

(925) 600-8500 ext. 209