

Corporation Tax Questionnaire

Please check the appropriate box and include all necessary details and documentation.

Preparation Checklist

Sign and return the Engagement Letter.

Yes No

Provide any oral or written amendments to the Articles of Incorporation or operating agreement.

Yes No

Provide copies of correspondence with tax authorities regarding changes to prior year(s) returns, if not already provided.

Yes No

Corporation Information

Did the address of the corporation change?

Yes No

If yes, provide the new address _____

Were there any changes to the officers from last year?

Yes No

If yes, list the changes _____

Did the corporation make estimated tax payments?

Yes No

If yes, provide the dates and amounts paid to each government agency.

If there are any payments due, do you want them to be paid with electronic funds withdrawal?

Yes No

If yes, provide a voided check if the account information has changed since last year or it was never provided.

Did the corporation purchase any business assets this year?

Yes No

If yes, provide the invoice or receipt for all purchases including trade-in information.

Did the corporation dispose of any business assets this year?

Yes No

If yes, provide a description of the asset, date disposed and sales price.

Did the corporation have fewer than 25 full-time employees, and pay at least 50% of the premiums for each enrolled employee's health insurance coverage?

Yes No

Did the corporation hire an individual from a targeted group under the Work Opportunity Tax Credit program?

Yes No

If yes, provide copies of certification for employees of targeted groups and associated wages paid.

Did the corporation provide paid medical and family leave to employees pursuant to a written policy?

Yes No

If yes, provide a copy of the policy and, for each applicable employee, the amount of wages paid, the employee's normal hourly wage rate and the number of hours for which the employee was paid.

Did the corporation start a SEP, SIMPLE IRA, 401(k) or profit-sharing plan this year?

Yes No

If yes, provide a copy of the plan and the startup costs for the plan.

Did the corporation make payments that require Form(s) 1099 to be filed?

Yes No

If yes, did the Corporation file or will it file all required Forms 1099?

Did the corporation make any payments that require Form 1042 and 1042-S to be filed?

Yes No

Did the corporation take out a loan this year, including loans from shareholder(s) and other related parties?

Yes No

If yes, provide information on how the loan was used. Also provide copies of the loan documents.

Were there any significant changes in the corporation's business or operations during the year?

Yes No

If yes, explain _____

If the corporation maintains inventory, was there a change in the method of determining quantities, cost, or valuations between opening and closing inventory during the year?

Yes No

If yes, explain _____

Did the corporation participate in any research and development (R&D) activities or perform an R&D tax credit study?

Yes No

If yes, provide details _____

Does the corporation do business in more than one state?

If yes, list the states _____

Also provide copies of supporting schedules reflecting inventory, real and personal property, rents, payroll and sales by state.

Did the corporation acquire, use, dispose of or hold any virtual currency/cryptocurrency (such as bitcoin)?

If yes, provide details _____

Did the corporation, at any time during the tax year, have an interest in, or signature authority over, a foreign bank or securities account?

Was the corporation the grantor of, or transferor to, a foreign trust during the tax year?

Shareholder & Officer Information

Complete the Shareholder & Officer section of the Organizer Schedules.

Were there any changes to the shareholders or in the shareholder's ownership in the corporation from last year?

If yes, list the changes and include buy or sell agreements if applicable _____

Did any shareholder contribute additional capital, or make a loan to the corporation during the year?

If yes, include the information in the Shareholders & Officers section of the Organizer Schedules.

Did the corporation repay a loan from any shareholder during the year?

If yes, include the information in the Shareholders & Officers section of the Organizer Schedules.

Were fringe benefits paid to shareholders who have a greater than 2% ownership in the corporation?

If yes, were the benefits included on the shareholder's Form W-2?

Does the corporation pay life insurance premiums (other than group-term life) for officers of the corporation?

If yes, provide amounts and indicate to which accounts these expenses were posted _____

Vehicles

Does the corporation own vehicles?

If yes, answer the following questions and complete the Vehicles section of the Organizer Schedules.

Does the corporation have evidence to support the claimed business use?

If yes, is the evidence written?

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

Were the vehicles used primarily by a more than five-percent owner or related person?

Is another vehicle available for personal use?

Provide a copy of the lease for any leased vehicles.

Regarding the corporate policy for vehicles:

Does the corporation maintain a written policy that prohibits all personal use of vehicles, including commuting, by employees?

Does the corporation treat all use of vehicles by employees as personal use?

Does the corporation provide more than five vehicles to employees and retain the information received from employees concerning the use of the vehicles?

Does the corporation require or maintain copies of vehicle logs?

COVID-19 Information

Did the corporation receive Paycheck Protection Program (PPP) funds?

If yes, provide details of the amount of funds received. Include a copy of the application and documentation for loan forgiveness and the forgiveness response from the bank, if applicable.

Did the corporation receive any other funds/loans/grants (local, state, federal or other) related to the COVID-19 pandemic and economic recovery, such as an Economic Injury Disaster Loan (EIDL)?

If yes, provide details _____

Did the corporation defer the deposit and payment of its share of Social Security tax for any quarter in 2020 (per the CARES Act)?

If yes, provide details and the payroll tax returns for relevant quarters _____

Did the corporation claim the employee retention credit and/or credits for qualified leave wages paid to employees due to paid sick leave or expanded family and medical leave for reasons related to COVID-19?

If yes, provide details and the payroll tax returns for relevant quarters _____

Corporation Organizer Schedules

SHAREHOLDERS & OFFICERS

VEHICLES