



Business Income Tax Organizer

Business Information

My company is going out of business. This is its final tax return ever.

Name: _____ Business phone: _____

Address: _____ Business FAX: _____

City: _____ State: _____ Zip _____ Business Email: _____

IRS recognized S-Corp Start Date _____ Federal ID # _____ State ID # _____

State Charter # _____ Date Incorporated: _____ Business Phone: _____

Method of Accounting: Accrual Cash Other

CEO Information

CEO Name: _____ Start-up Cost: _____

CEO Address: _____ Organizational Cost: _____

City: _____ State: _____ Zip _____ Capital Stock Value: _____

End of Year Bank Cash (12/31 bank balance): _____

Shareholder & Basis Information

Last year's Stock Purchase \$ _____

Each Shareholder must state a basis. Basis is the yearly stock purchase value plus loans to the company's value. These numbers must be provided yearly. If you have been a company for more than this year, we need a basis for last year as well, we need you to state last year's basis here: Last year's Loan \$ _____

Shareholder: _____ SS# _____ Stock Purchase \$ _____ Loan\$ _____ % Owned: _____

Address: _____

Shareholder: _____ SS# _____ Stock Purchase \$ _____ Loan\$ _____ % Owned: _____

Address: _____

Shareholder: _____ SS# _____ Stock Purchase \$ _____ Loan\$ _____ % Owned: _____

Address: _____

Shareholder: _____ SS# _____ Stock Purchase \$ _____ Loan\$ _____ % Owned: _____

Address: _____

Business Tax Organizer Cont.

Income

Gross receipts or sales: _____

Less returns and allowances: _____

Cost of Goods Sold

Inventory at BEGINNING of year: _____

Additional Costs: _____

Purchases: _____

Inventory at END of year: _____

Cost of Labor: _____

Total Cost of Goods Sold: _____

Expenses / Deductions

Compensation to Officers and/or Shareholders paid on a W-2 _____

Money/Property/Compensation distributed to Officers/Shareholders as dividends
NOT INCLUDED on a W-2 _____

Salaries and wages paid on a W-2 to employees, NOT officers or Shareholders _____

Repairs and Maintenance _____

Bad debts _____

Rent Paid _____

Employer Paid Taxes (Not included in wages above) _____

License Fees _____

Interest _____

Advertising _____

Pension, Profit-sharing plans, etc. _____

Employee Benefit Programs-Shareholders _____

Employee Benefit Programs-Employees _____

Accounting _____

Amortization _____

Automobile & Truck expense
(If you claim vehicle expense, you must fill out the Vehicle Info Worksheet) _____

Business Tax Organizer Cont.

Expenses / Deductions Cont.

Bank Charges	_____
Clean Fuel Vehicle Deduction	_____
Commissions'	_____
Credit and Collection Costs	_____
Delivery and Freight	_____
Discounts	_____
Dues and Subscriptions	_____
Equipment Rentals	_____
Gifts	_____
Insurance	_____
Janitorial	_____
Laundry and Cleaning	_____
Legal and Professional	_____
Meals and Entertainment in Full	_____
Miscellaneous	_____
Office Expense	_____
Outside services / Independent Contractors (1099)	_____
Parking Fees and Tolls	_____
Permits and Fees	_____
Postage	_____
Printing	_____
Security	_____
Supplies	_____
Telephone	_____

Business Tax Organizer Cont.

Expenses / Deductions Cont.

Tools	_____
Travel	_____
Uniforms	_____
Utilities	_____
Total Farm Expense (Schedule F, Line 35)	_____
Other: Specify _____	_____

Vehicle Information Worksheet

Do you have evidence to support the business / investment use claimed?	Yes	No
If yes, is this evidence written?	Yes	No

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Type of Vehicle (Car/Truck)	_____	_____	_____	_____
Make	_____	_____	_____	_____
Model	_____	_____	_____	_____
Year	_____	_____	_____	_____
Date Placed in Service	_____	_____	_____	_____
Business Use Percentage	_____	_____	_____	_____
Cost or Other Basis	_____	_____	_____	_____
Total Business Miles Driven (this Year)	_____	_____	_____	_____
Total Commuting Miles Driven (this Year)	_____	_____	_____	_____
Total personal miles (Non-commuting)	_____	_____	_____	_____
Total miles driven during the year.	_____	_____	_____	_____

Business Tax Organizer Cont.

Vehicle Information Cont.

Beginning Odometer Reading	_____	_____	_____	_____
Ending Odometer Reading	_____	_____	_____	_____
Was this vehicle used for personal use during off-duty hours?	yes / no	yes / no	yes / no	yes / no
Was this vehicle used primarily by a 5%-or-more owner or related person?	yes / no	yes / no	yes / no	yes / no
Is another vehicle available for personal use?	yes / no	yes / no	yes / no	yes / no

Asset Worksheet

List all assets bought or sold during the current year (computers, company-owned vehicles, machines, equipment, etc.)

Description	Date of Purchase/Sale	Cost or Sales Price	
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold
_____	_____	_____	Purchased or Sold

Business Tax Organizer Cont.

Balance Sheet

If you have assets or sales over \$250,000 you will need to submit a Balance Sheet with your Business Tax Organizer.

Thanks! We look forward to working with you soon!