



America Counts on CPAs®

Patricia P. Belcourt, CPA, P.A.

P.O. Box 557 Waxhaw, NC 28173

www.pbelcourtpca.com

*Uptown experience,
small town values*

Telephone (704) 843-2901

patti@pbelcourtpca.com

Fax (855) 873-0051

Company Name: _____

2018 Company Income Tax Organizer

The requested information and answers to the following questions are essential to accurately completing your corporate income tax return.

Sign and date page four and return this completed list to me along with your accounting data.

___ A back-up or portable file copy of your company QuickBooks file (NOT an Accountant's copy). Please include username and password if there is any.

___ If you do not keep your company information within QuickBooks, please provide either (1) Income Statement (Profit and Loss Statement) & Balance Sheet or (2) a summary schedule showing all company income & expenses.

___ Confirm that your year-end bank account balance has been reconciled with your year-end bank statements. Please include copies of the December bank statement and reconciliation.

___ Copies of any year-end credit card statements. (The last statement with activity through December 31st.)

___ Year-end balance for all outstanding loans. (Auto Loan, Line of Credit, etc.)

___ Copy of the December sales tax report.

___ List of any new fixed assets purchased during the year, providing description of item purchased, cost, date purchased, and date placed in service (if different from purchase date). Include any trade-in information.

___ Were any fixed assets sold or taken out of service during the year? ___Y ___N If "Yes", provide a schedule showing a description of item taken out of service, date, and original purchase price.

___ Were any investments or other assets sold during the year? ___Y ___N If "Yes", provide a schedule showing a description of what was sold, sale date, amount received, and original cost.

___ Information about any stock, money market funds or mutual funds owned during the year, including a year-end account statement.

___ Copies of 1099-INT (interest income) or 1099-DIV (dividend income) which were received by the company.

___ Copies of Forms W-2 for all shareholders and/or officers.

___ Copies of **ALL** Payroll Reports: Form W-3, Form 940, Forms 941 (four total, one per quarter), December and January state withholding reports and state unemployment quarterly reports.

Copy of a schedule of all fringe benefits paid on behalf of shareholders/members owning more than 2% of the company stock. Indicate which benefits, if any, have been included in their W-2. This includes health insurance premiums paid on the shareholders' behalf.

Do you provide health insurance for your employees? If 'Yes', notify us and we will provide you with a list of additional information needed.

Please provide us copies of any Forms 1094 & 1095 issued or received (these are related to the Affordable Care Act).

Did the company make payments in 2018 that would require it to file Form(s) 1099? ___Y ___N
If "Yes", did or will the company file any required Forms 1099? ___Y ___N

Copy of Form 1096.

Is any portion of Insurance Expense for Officer's Life Insurance? ___Y ___N If 'Yes', list the amount paid \$_____.

Ensure that your meal expenses are separated from other expense categories, such as entertainment, travel, promotion, etc. Do you have detailed records to substantiate these expenses? ___Y___N If there are multiple accounts to which these items are charged please provide detail of each of those accounts. Call me if you have questions about what constitutes adequate substantiation.

Ensure your entertainment expenses are separated from other expenses such as meals, travel, promotion, etc. If there are multiple accounts to which these items are charged, please provide detail of each of these accounts. These costs are no longer deductible.

If you have paid any association or club dues during the year, provide details of how much was paid and for which organization. Club dues paid to any professional, civic, or social organization should be identified, as they are not deductible. This includes country club dues.

Indicate how much, if any, was paid for lobbying expenses. \$_____ (Some of the professional associations mentioned in the previous questions allocate a specific part of their dues for lobbying. The dues statement will usually tell you this.)

A detailed schedule of all business gifts given during 2018. Deductible gift amounts are limited to \$25 per person per year.

A detailed schedule of organizations to which the company made charitable contributions and the amount given to each. In the event property has been contributed during the year provide type of property, original cost, and fair market value.

A detailed analysis of the miscellaneous income account.

A detailed analysis of the miscellaneous expense account.

If not previously provided, attach a list of all shareholders/members, showing for each one the full name, address, social security number and percentage of ownership of the company. If previously provided, provide detail of any changes in ownership or addresses of shareholders/members.

Do five or fewer people own 80% or more of the stock of this company who also own at least 50% of the stock of another company? ___Y ___N (Some deductions may be limited for a "Brother-Sister" arrangement like this.)

___ Copy of a schedule of loans to/from shareholders/members, officers and related parties, including interest rates and payment schedules.

___ Copy of penalty or other notices from the IRS or the state.

___ A detailed schedule of penalties paid during the year and the type of penalty incurred (i.e. tax penalty, bank penalty, fines, etc.).

___ Does the business own or lease any company vehicles? ___Y ___N

 If "Yes", do you have evidence to support the business use miles? ___Y ___N

 If "Yes", is the evidence a log or other written record? ___Y ___N

 If "Yes", provide total mileage and business mileage for the year for each business owned vehicle.

 Has the value of any personal use of company-owned cars been repaid or added to an employees' or officers' W-2? ___Y ___N

___ Do you have any business miles on your **personal** vehicle that have not been reimbursed or recorded on the company's books? If "Yes", provide the number of miles.

___ Provide details for any other unreimbursed business expenses (**not mileage**) paid by the owner that have not been recorded on the company's books.

___ For Fuel Tax Credit, a detailed schedule of fuel usage (off road usage only, in gallons).

___ Copy of your 2018 county property tax bills, including tax bills for company-owned vehicles.

___ Copy of your Limited Liability Company Annual Report, filed with North Carolina Secretary of State. (Let me know if you want me to complete this report for you. This is due on/before April 15th.)

___ Indicate if you would like me to prepare the business personal property tax listing for 2019 (the initial due date for the property tax listing is January 31st). ___Y ___N Please provide original forms you receive from the county.

___ If you are preparing the business personal property tax listing for 2019, provide a copy of the completed listing.

___ Your copy of extension requests, if the return has been extended.

___ If the company has income from other states or has paid wages in states other than your home state, let me know and I will tell you what additional information is needed.

___ Have you had any international business activities this year? ___Y ___N If "Yes", provide complete details.

___ At any time during 2018, did you have a financial interest in or signature authority over a financial account (such as a bank account, securities account, or brokerage account) located in a foreign country? ___Y ___N

Provide the amount of your debit/credit card transactions as well as any Form 1099-K's that you receive. In most cases, this amount is already included in the total sales revenue to provide to us; if for any reason it is not, please let us know when you provide information.

Any changes to your corporate officers? If "Yes", provide name, title, and address of new officers and advise which officers need to be removed.

Copies of articles of incorporation, corporate by-laws, articles of organization and operating agreement, if not previously provided.

If you are a new client, provide copies of the last two year's income tax returns.

If available, would you like to electronically file your tax return? ___Y ___N

Return a signed copy of the enclosed arrangement letter.

Return a signed copy of your payment authorization form, if not already provided.

Would you like an electronic copy of your return? ___Y ___N

Any new activities, opportunities or operations I should know about that we haven't discussed? _____

Any items you have questions about? _____

When completed, sign and date this form and return to me with your financial records.

Call 704-843-2901 if you have any questions.

Client Signature

Date