



Business Tax Organizer (2023 Tax Year)

Corporations, Partnerships or LLC's treated as such
(not sole proprietorships)

How are you providing copies of business income/expenses?

QuickBooks file password: _____

(Required statements: Profit & Loss and Balance Sheet)

Financial Statements

Legal Name: _____

EIN # _____

Db a (if applicable): _____

Tax entity type C Corporation S Corporation Partnership (If an LLC, please check the tax entity)

Yes No Did the business have a change in name during the year?

Business address: _____

Owner responsible for signing tax return: _____

Email: _____ Phone: _____

Principal business activity: _____

Principal product or service: _____

Do you want a soft copy uploaded to the portal, a physical return, or both? Soft Copy Physical Copy Both

If you want a physical copy, do you want to pick it up or have it mailed? Pick up mailed (\$15 fee applies)

Yes No Was the primary purpose of the corporation's activity to realize a profit?

Yes No If a Corporation or LLC, is the Corp/LLC a Personal Service Corporation (PSC/PLLC)?

Yes No Does the corporation file under a calendar year? (if no, what is the fiscal year?)

COVID-19 RELATED (Still applies to 2023 ERC, EIDL and 2023 PPP forgiveness)

Yes No Did the business receive the PPP Loan and request forgiveness in 2023? (provide forgiveness docs) Did the business receive an Economic Injury Disaster Loan or Emergency Advance through the SBA? (provide statements)

Yes No Did the business delay payment of employer payroll taxes?

Yes No Did the business receive the Employee Retention Credit (ERC) in 2023? If yes, provide details and amended returns.

NEW CLIENTS	Provide a copy of the Articles of Incorporation, bylaws, Operating Agreements and any corporate resolutions.
	Provide a copy of the depreciation schedules for book, tax, and AMT, and copies of tax returns for last two years, including state returns.

Principal Ownership Information (include all owners if owned any portion, at any part of the year; include additional sheets as necessary)

Name/Title	Tax ID number (SSN or EIN)	Address	# Shares or % owned beg. of year	# Shares or % owned end. of year	Dividends issued (if C Corp)	U.S. Citizen?



Company: _____

How many shareholders were there on the last day of the year ? _____

Please provide the following information for each shareholder during the year.

Shareholder/Owner	Wages paid or Guaranteed payments	Health insurance premiums paid by the business	Contributions made during the year	Distributions made during the year	Owner loans made to the business?	Company loans made to Owners?

Company Specific Questions

- Yes No Did the corporation hold an annual meeting with shareholders with a record of minutes maintained?
- Yes No Is the business a subsidiary in an affiliated group or a parent-subsiidiary controlled group?
- Yes No Are there any foreign owners? If yes, please provide details.
- Yes No Did the business make any contributions to qualified charities? If yes, please provide all statements from charity.
- Yes No Did the business own directly a portion of any other business? If yes, provide details.
- Yes No Did the business have any debt that was cancelled during the year? If yes, provide details.
- Yes No Did you have any employees? Please provide copies of 941s and W2/W3 for the year.
- Yes No Did the company receive or dispose/transfer any assets or stock to another company, individual, or shareholder during the year?
- Yes No Does the business have a retirement plan? Or a plan to make contributions to a self-employed retirement plan?
- Yes No Did the business pay for health/dental insurance for any owners? If so, please provide amounts and names for each owner in the box above for each shareholder.
- Yes No Did the business have any bartering transactions during the year?
- Yes No At any time during the year, did the corporation have an interest in, or signature authority over a financial account in a foreign country?
- Yes No At any time during the year, did the business engage in any virtual currencies transactions, buy/sell or otherwise acquire? If so, provide details.
- Yes No Was there a distribution of property or a transfer (by sale or death) of a shareholder's interest during the year?
- Yes No Did the corporation pay \$600 or more to any individual or company? If yes, include a copy of Form 1099s
Note: Requirements to issue a 1099 to companies and/or individuals is provided in IRS instructions for Form 1099s. Amounts paid with a credit/debit card are not required. Typically payments made by cash, check, billpay, or certain paypal transactions will require a 1099 to be issued, to include payments to insurance agents and for rent payments.
- Yes No Are all owners/shareholders actively participating in the business?
- Yes No Would you like to authorize your tax preparer to speak to the IRS if there is a question regarding your tax filing? If so, which preparer _____. This is not authorization for IRS audit services or IRS Collections, which requires an IRS Power of Attorney.



Company: _____

Company Specific Questions (continued)

- Yes No Did the business receive any IRS or State letters or notifications during th year that we should be aware of? If yes, please provide copies.
- Yes No Have you provided company financial statements as of the end of the fiscal year (typically Dec 31st?) Income statement and Balance sheet; these statements should tie to your beginning balance as of January 1st and your last year's tax return. Backup QB file fully reconciled or complete financials (P&L and Balance sheet).
- Yes No Are all bank statements reconciled and match balances in accounting software?
- Yes No Are all credit card statements reconciled and match to balances in the accounting software?
- Yes No Are all loans and line of credits reconciled and match to the statements?
- Yes No Did the business purchase or sell any real estate during the year? If so, provide closing documents (HUD)
- Yes No Did the business purchase any vehicles or other assets? If so, provide purchase documents and original loan information.
- Yes No Did the business sell or dispose of any company assets during the year? If so, please provide details of sale.
- Yes No Does the business have inventory? If yes, provide details of beginning and ending inventory, purchases, and other cost of goods related items.

Vehicle Expenses

Please provide the vehicle worksheet (www.steadmantax.com/downloads)

- Yes No Does the company own vehicles directly (ie Titled in the business name)? If so, provide details
- Yes No Does the company reimburse employees for use of their personal vehicles? If so please answer below.
- Yes No Does the company, if a corporation (S-Corporation or C-Corporation) have a written accountable plan explaining the policy for required reimbursements under IRS Sec. 62(a)(2)(A) and Regs. Sec 1.62-2.
- Yes No Were all required documents maintained by the company and paid within the required time frame?

Meals (Entertainment is no longer a tax deduction; however qualified meals are allowed with proper logs and documentation)

- Yes No For any business meals expenses, does the company keep **proper meal log** records including all (5) of the following: business purpose and relationship, dates, amount, and who attended each event, and location?

Travel Expenses

- Yes No Did the company have business travel expenses for the year?
- Yes No Were all travel expenses accounted for properly and **separated** into travel, lodging, transportation and meals?

General Business Credits

- Yes No Did the business pay expenses to make it accessible by individuals with disabilities?
- Yes No Did the business pay any FICA on employee wages for tips above minimum wage?
- Yes No Did the business own any residential rental buildings providing a qualified low-income housing?
- Yes No Did the business incur any research and experimental expenditures during the year?
- Yes No Did the business have employer pension plan start-up costs?
- Yes No Did the business hire any workers from hardship categories?

If you are unable to provide any of the above requested items, please provide details as to the circumstances.