

WILLIAMS & ASSOCIATES TAX SERVICES

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 Suite 106 Fax: 910-452-0489
 Wilmington, NC 28412 Email: cpas@williamsandassociatetaxservices.com

BUSINESS TAX ORGANIZER

Business Name _____ Tax Period _____
 Current Mailing Address _____ Federal ID# _____
 _____ Preferred Contact _____
 Business Owner: _____ Phone _____ Email _____

The following items **must** be received by our office in order to start your year-end closeout and tax return preparation:

- | | <u>Included</u> | <u>N/A</u> |
|---|-----------------|------------|
| 1. <u>Signed Business Engagement Letter</u> | _____ | _____ |
| 2. Would you like us to file your Annual Report with NC Secretary of State-[if LLC, include check for \$200.00 made out to NC Secretary of State]- Please provide a copy if already filed. | Yes ___ | No ___ |
| 3. Would you like for us to file your Property Tax due 1/31- Please provide a copy if already filed. | Yes ___ | No ___ |
| 4. N/A if we do your Bookkeeping. If we did not do your bookkeeping for your business, please provide a backup of your data from your software package if you have one of the following programs - QuickBooks, Quicken, Peachtree or Master Builders OR if your accounting data is not on one of the above software packages please provide: Copies of your General Ledger, Trial Balance, Depreciation Schedules, Balance Sheet, & Profit & Loss statement by activity. | _____ | _____ |
| 5. Copies of correspondence with tax authorities regarding changes to prior year(s) returns. | | |
| 6. Details of changes in stock ownership, time devoted to business, shareholder distributions | _____ | _____ |
| 7. Schedule of all fringe benefits paid on behalf of more than 2% shareholders and indicate which benefits have been included in their Forms W-2. | _____ | _____ |
| 8. Officer Health Insurance Premiums | _____ | _____ |
| 8. Vehicle and mileage data for company vehicles used by employees for commuting/personal. | _____ | _____ |
| 9. List or copies of CASH receipts spent on business | _____ | _____ |
| 10. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules. | _____ | _____ |

BUSINESS NAME _____

DATE _____

- 11. For all debt, lender statement of year end principal balance and interest paid _____
- 12. For any new debt, copies of note instruments, leases, security agreements, etc. _____
- 13. Copies of December 31 bank and credit card statements _____
- 14. Copies of all federal and state payroll reports (i.e. 941, 940, NC-5, NCUI-101, W-3, W-2). _____
- 15. If we did not prepare your 1099's, provide copies of Forms 1099/1096 that have been filed with a government agency. _____
- 16. If you would like us to prepare your 1099's, provide copies of completed W-9 Forms _____
- 17. Copies of Forms 1099 and Schedules K-1 that have been received. _____
- 18. Detail of interest income received, not included on Forms 1099. _____
- 19. Receipts of assets acquired and/or sold including the date, price, and trade-in allowance (not previously provided). For real estate transactions - Form HUD-1. _____
- 20. Copy of all property tax bills received from the county _____
- 21. Copy of receipts acknowledging charitable contributions. _____
- 22. Detail of any lobbying expenses. _____
- 23. List of any club dues paid. _____
- 24. List of tax penalties and officers' life insurance premiums. _____
- 25. Explanation/Memo of all entries in miscellaneous income/expense accounts. _____
- 26. Give of a list of all states you had sales or purchases in. _____

Are all meals and entertainment documented for business purpose (i.e. who, when, where & purpose)? Yes ___ No ___

Can we discuss your tax returns with the Internal Revenue Service and NC Dept of Revenue ? Yes ___ No ___

COMPLETED BY: _____

DATE: _____