



Information required to prepare your corporation or partnership tax return

1. A copy of the last corporation tax return filed with the IRS, state and city (if applicable)
2. Copies of sales tax returns that you filed with your state sales tax department and the cancelled checks or credit card statements showing proof of payment.
3. The filing receipt you received from the state where the business was incorporated.
4. The corporation's federal Employer Identification Number (EIN) obtained from the IRS
5. The corporations State Identification Number from the state where it was incorporated.
6. Documents filed and accepted by the IRS and the state if the corporation has elected to file as a subchapter S corporation.
7. A copy of your state sales tax certificate (if applicable).
8. A copy of the operating or partnership agreements or bi-laws.

Officers/Shareholder/Partner Information

1. Officer, shareholder or partner details including:
 - a. Name
 - b. Address
 - c. Social security numbers
 - d. Number of shares owned (SCorp/CCorp)
 - e. Original capital/units purchased (Partnership/LLC)
 - f. Percent of shares owned (SCorp/CCorp)
 - g. Percent of ownership (Partnership/LLC)
 - h. Original value of shares owned
 - i. Indicate if the shareholder is also an officer of corporation
 - j. Percent of time spent on the company
 - k. Indicate if the shareholder/partner/owner is activity involved with the corporation
 - l. Provide copies of W2's for all paid officers

Business Income

1. If 5 Star Accounting provides bookkeeping services for you, we will pull details from your income statement, balance sheet and trial balance to prepare your returns.
2. If 5 Star Accounting does NOT provide bookkeeping services for you, please provide the following information:
 - a. Provide accountant's access to your accounting data file



OR

- b. Income Statement (a.k.a. Profit & Loss Statement) on both accrual and cash basis for the tax year
- c. Balance Sheet on both accrual and cash basis for the tax year ending date
- d. A copy of 1099 forms received from other companies for work that your company has done for them during the tax year (IRC Section 61). We will determine if the 1099 needs to be reported separately on your return.
- e. Interest earned on your business savings, investment and checking or money market account(s) during the tax year.
- f. Income from other sources received during the tax year.
- g. Trial balance and general ledger detail reports on both cash and accrual basis.

Expenses & Capital Expenditures

1. If vehicle expenses are recorded directly through the company and/or an officer vehicle is owned by the company – provide mileage for vehicles driven by owners (personal vs. business)
2. If 5 Star Accounting provides bookkeeping services for you, we will pull details from your income statement, balance sheet and trial balance to prepare your returns.
3. If 5 Star Accounting does NOT provide bookkeeping services for you, please provide the following information:
 - a. Provide accountant's access to your accounting data file

OR

- b. You can prepare and deliver to me a copy of the year-end worksheet that includes the trial balance, adjustments/adjusting entries, income statement, and balance sheet (GAAP/IFRS recognized).
 - c. Copies of Forms 1099 showing the amount that you paid to subcontractors and others that worked for you.
 - d. Indicate if you issued 1099's to all vendors/subcontractors that you paid appropriately and according to IRS regulations
 - i. If not, you would not receive a tax break for the amount of money that you paid them and did not report on Forms 1099
4. Capital assets (property & equipment) purchased (IRC Sections 197, 263).
 5. All the expenses that the corporation incurred during the tax year may not be fully deductible in the year they were paid or incurred. Some of these expenses may have to be amortized/prorated over several years in accordance with the internal revenue code (expense vs. expenditure).

Organizational and Start-Up Costs

Amount paid for organizational expenditure under IRC Sections 195(b)(1), 248(a)(b) and 263 to incorporate the business, perform market search, perfecting and defending title to the property. Effective

7920 Alta Sunrise Drive, Ste. 230, Citrus Heights, CA 95610

P: (916) 905-7444 • F: (916) 999-1830



with expenses incurred and paid after October 22, 2004, taxpayers can write off up to \$5,000 of startup costs (IRC 195) and up to \$5,000 of organization costs (IRC 248 and 709) in the year a new corporation receives income. (These amounts are reduced if the taxpayer has cumulative startup and organization expenses in excess of \$50,000. The reduction is dollar-for-dollar for any extra expenses.) The remaining costs must be amortized on a straight-line basis over a period of 15 years. The former 60-month period no longer exists for new costs. This provision is effective for costs incurred after October 22, 2004, although costs incurred on or before October 22, 2004 are considered for the \$50,000 limitation.