

CORPORATION INFORMATION

NAME	
ADDRESS	
CITY, STATE, ZIP	
PHONE #	
EMAIL ADDRESS	
COUNTY	
EMPLOYER IDENTIFICATION #	

**If we prepare financial statements for your corporation, you do not need to complete this form.*

INCOME INFORMATION

INCOME

<input type="text"/>	Gross receipts from sales
<input type="text"/>	Proceeds from sales of depreciable assets

INVESTMENT INCOME

<input type="text"/>	1099-INT (Interest Income)
<input type="text"/>	1099-DIV (Dividend Income)
<input type="text"/>	1099-B (Proceeds from the sale of stocks, bonds, etc.)
<input type="text"/>	Basis information for all stock sales
<input type="text"/>	Rents/Royalties

EXPENSES

<input type="text"/>	Purchases (cost of goods purchased for sale)
<input type="text"/>	Officer wages (provide W-2s)
<input type="text"/>	Other wages (provide W-2s)
<input type="text"/>	Payroll tax expenses (provide 941s, UC-1s, 940s)
<input type="text"/>	Other tax expenses
<input type="text"/>	Licenses and fees
<input type="text"/>	Auto expenses (for depreciable business autos)
<input type="text"/>	Repairs and maintenance

- Rent expense
- Employee benefits
- Pension and profit sharing plans (SEP contributions for an S Corp shareholder must run through corporation)
- Health insurance (more than 2% shareholder of an S Corp must run through corporation and W-2)
- Interest expense
- Advertising
- Utilities
- Telephone (a percentage of cell phone cost can also be allocated to business use)
- Insurance
- Office expense
- Business meals
- NONDEDUCTIBLE** Business entertainment
- Other miscellaneous

OTHER

- Ending balance of all checking and savings accounts
- Ending balance of all corporate loans
- Invoices for major machinery, equipment, furniture, etc.
- Records of business mileage (shareholder/employees may be reimbursed by an S corp for business mileage on a personal vehicle)
- Ending inventory
- Accrued payroll taxes (provide WH-1s, etc.)
- Accrued sales taxes (provide ST-103s)
- Distributions to shareholders (please provide a total for each shareholder)