



FREE ELECTRONIC FILING • TAX PREPARATION FOR ALL STATES

CORPORATE, PARTNERSHIP & LLC ORGANIZER

PLEASE BRING ALL PAPERWORK, DOCUMENTATION AND LISTS THAT PERTAIN TO THE FOLLOWING:

ASSETS

- Cash/Bank Balances
- Accounts Receivable (Accrual Accounting Only)
- Fixed Assets
(Attach detailed list of Asset type, purchase date and amount)
- Business Investments
(Attach detailed Stocks, Bonds, Holdings, etc.)
- Organization costs
- Accumulated Amortization
(First 60 months)

BALANCE SHEET (Liabilities)

- Accounts Payable (Accrual Accounting Only)
- Payroll Liabilities (Accrual Accounting Only)
- Loan Balances / Borrowing

BALANCE SHEET (Equity)

- Common Stock
- Additional paid in Capital
- Distributions/Dividends
- Prior Year Retained Earnings
- Current Year Retained Earnings

INCOME

- Business Income
- Interest Income
- Gains from sales of property
(Need details for each transaction - description of property, purchase date & original cost, date sold & proceeds from sale)

EXPENSES

- Inventory Beginning Balance
- Cost of Materials
- Cost of Labor
- Ending Inventory
- Supplies & Expenses
- Advertising, Signs, Flags & Banners
- On-Line Service Costs
- Automobile Expenses (Mileage, Actual)
- Bank Charges
- Business Meals (enter 100%)
- Business Travel
- Dues & Subscriptions
- Education
- Gifts
- Insurance - E & O and Liability
- Insurance - Health
- Legal & Professional Services
- Office Expenses
- Office Supplies
- Postage & Shipping
- Rent
- Payroll
- Officer
- General
- Payroll Expenses (i.e. FICA, State, & Fed UC)
- Taxes & Permits
- Amortization Expense of Organizational Costs
- Interest Expense
- Phone Service
- Cellular Service
- Internet

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ALL FEES PAYABLE AT TIME OF SERVICE OR PRIOR TO E-FILING • CASH, CHECK, CREDIT CARD