

**Prepared By:**

Robert Loe & Associates  
221 First Avenue West, Suite 400  
Seattle, WA 98119-4223

**Prepared For:**

**Business Organizer**

**From:**

**To:**

Robert Loe & Associates  
221 First Avenue West, Suite 400  
Seattle, WA 98119-4223



**Business Organizer**

This information is complete and correct to the best of my knowledge.

Officer signature \_\_\_\_\_ Date \_\_\_\_\_

**Robert Loe & Associates**  
**221 First Avenue West, Suite 400**  
**Seattle, WA 98119-4223**  
**206-292-1747**

Dear :

This Business Organizer is designed to help conveniently gather the tax information needed to prepare your corporate income tax return.

Please answer all applicable questions in the Questionnaire and return it to our office. Attach a statement when necessary, for any additional information.

If you would like to discuss the information in your completed Business Organizer, or the preparation of your corporate tax return, please call our office for an appointment.

Thank you for the opportunity to serve you.

Sincerely,

Robert Loe & Associates

## Questions

### S Corporation Preparation Checklist and Questionnaire (Form 1120S)

Please check the appropriate box and include all necessary details and documentation.

Yes No

#### Review of Excel Spreadsheet

Were there any changes to the shareholders listed in the Shareholder Information tab in the Excel spreadsheet? If yes, make the necessary changes in the spreadsheet and include information for any new shareholders.

Did any shareholder contribute additional capital, or make a loan to the S Corporation during the year? If yes, complete the Shareholder Basis tab in the Excel spreadsheet.

Did the S Corporation repay a loan from the shareholder during the year? If yes, complete the Loan repayments column in the Shareholder Basis tab.

Were there any changes in the shareholder's ownership in the S Corporation during the year? If yes, complete the Changes of Ownership tab in the Excel spreadsheet.

Were there any changes to the officers listed in the Officers tab in the Excel spreadsheet? If yes, make the necessary changes in the spreadsheet. Also include the amount of current year compensation for each officer.

Did you provide us with your bank information? If yes, review the Bank tab in the Excel spreadsheet and make the necessary changes.

Does the S Corporation own vehicles? If yes, complete the two Vehicle tabs in the Excel spreadsheet.

Did the S Corporation purchase any business assets this year? If yes, complete the Asset Purchases tab in the Excel spreadsheet.

Did the S Corporation dispose of any business assets this year? If yes, complete the Asset Sales tab in the Excel spreadsheet.

Did the S Corporation have fewer than 25 full-time employees, and pay at least 50% of the premiums for each enrolled employee's health insurance coverage? If yes, complete the Employee Health Ins tab in the Excel spreadsheet.

#### Shareholder Information

Were fringe benefits paid to shareholders who have a greater than 2% ownership in the S Corporation?

If yes, were the benefits included on the shareholder's Form W-2?

#### S Corporation Information

Did the address of the S Corporation change?

If yes, provide the new address. \_\_\_\_\_

Did the S Corporation make payments that require Form(s) 1099 to be filed?

If yes, did the S Corporation file or will it file all required Forms 1099?

Did the S Corporation take out a loan this year?

If yes, provide information on how the loan was used. Also provide copies of the loan documents.

Were there any significant changes in the S Corporation's business or operations during the year?

If yes, explain \_\_\_\_\_

If the S Corporation maintains inventory, was there a change in the method of determining quantities, cost, or valuations between opening and closing inventory during the year?

If yes, explain \_\_\_\_\_