Thomas A. Lawler, C.P.A., P.C.

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Business Tax Organizer
(FORMS 1120, 1120S, 1065, 990)
Corporations, LLC's, LLP's & Partnerships

Business Name ______________________________ Tax Year **2006**

Address ______________________________ Federal ID # ____________

______________________________ State ID # ____________

Please provide the following documents and information for your business and owners. Please return this completed organizer with your tax records.

		Done	N/A
1.	General ledger, trial balance, balance sheet, profit & loss statement for the above tax year.	____	____
2.	Copies of any notices from tax authorities regarding changes to prior year tax returns.	____	____
3.	Details of changes in stock ownership.	____	____
4.	For each shareholder/owner provide tax ID#, % of time devoted to the business, compensation, % of ownership, date ownership acquired, and details of distributions received. Identify the tax matters person.	____	____
5.	Provide a schedule of all fringe benefits paid on behalf of more than 2% shareholders/owners, and indicate which benefits have been included on their W-2s.	____	____
6.	Provide a schedule of loans to/from shareholders/officers/owners and related parties, including interest rates and payment schedule; please furnish copies of the loans or note.	____	____
7.	Provide a list of activities conducted in other states; if significant we will need sales, payroll, inventory & fixed assets for each state.	____	____
8.	Provide detailed analysis of entries in prepaid, accrued and income tax expense accounts, including dates & amounts of all federal, state & local income tax payments and refunds; furnish copies of Forms 355-ES & 8109	____	__

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		Done	N/A
9.	Your Annual report is due by March 15, 2006. You should file this online. Please call us if you need help with this.	____	____
10.	Copies of Forms W-2s, 1099, 941, 940, 5500, MA DET Form 1 (& similar forms for other states)	____	____
11.	Schedule of all interest & dividends paid; copies of new debt agreements & loan amortization schedules, if available	____	____
12.	Provide a schedule of assets acquired and/or sold during the year, including date acquired, date sold, sales or purchase price, & trade-in allowance	____	____
13.	Schedule of any club dues paid	____	____
14.	List nondeductible expenses, such as tax penalties & life insurance premiums, if any	____	____
15.	Vehicle & mileage data for company owned passenger vehicles	____	____
16.	Furnish total of meal & entertainment expenses	____	____
17.	Provide details of miscellaneous income/expenses, for amounts over $500	____	____
18.	List each type of trade or business activity or rental activity and indicate date started or acquired	____	____
19.	If not prepared by us, copies of prior-year tax returns for last three years, along with a "basis analysis" for "S" corporations and partnerships/LLP/LLCs owners	____	____
20.	Detail of activity in retained earnings account for the year	____	____
21.	Copies of payroll service summary reports for the year, which indicate gross payroll, taxes W/H, employer payroll taxes paid, & gross to net totals	____	____
22.	Copy of bank statement and reconciliation for the last month of your fiscal year and a tally of bank deposits for the year for sales, for stockholder loans, and for capital contributions, if any	____	____
23.	Indicate amount of interest income received	____	____

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INSTRUCTIONS

If you are not the individual who will be gathering the tax documents and related tax return data, please give this tax organizer checklist to the bookkeeper, accountant or other person in your office who will prepare the tax package for us.

Please send the completed tax organizer checklist and the requested information & documents to us with any other tax information you consider important. A self-addressed envelope is enclosed for this purpose. The business returns will be done on a first come, first served basis. Unless, we receive the business tax organizer in reasonably complete fashion by February 15th, we cannot guarantee completing your return by March 15th. Any business returns not completed by March 15th will be routinely extended and completed as soon as practical after April 15th. (For partnerships and LLC/LLPs, we need your package by March 5th to complete these income tax returns usually due by April 15th.) (There is no penalty or real downside to extending most business income tax returns.) We will make exceptions to this policy in certain instances (including student aid/loan applications, pending financings or business sales) if a reasonable attempt is made to furnish us with timely and accurate information needed to complete the income tax returns.

If you do not complete this organizer by March 15th and you would like us to complete the Massachusetts Annual Report for the Secretary of the Commonwealth, please call and let us know that you want us to prepare the Report. The Annual Report is due by March 15th, or two & one-half months after the close of your fiscal year. While we would be happy to prepare this form for you, the most expeditious way to meet your obligation is to file online. If you need help with this, please call us.

Please call with any questions regarding the tax organizer checklist or our policy for processing your tax returns.

Tom Lawler