

2023 S-Corp Tax Organizer (Basic Version)

General Information

Corporation Details:

Corporation Name	Corporation EIN		
Date of Incorporation	State of Incorporation		
Address	City	State	Zip code

Contact Information:

Contact Name	Contact Title		
Contact Phone Number	Contact Email Address		
Address	City	State	Zip code

Business Activity:

Did the business sell products?	Yes	No	Describe the products
Did the business perform a service?	Yes	No	Describe the service
Did the business rent out real estate?	Yes	No	

S Corp Questions:

What accounting method does the company use?	Cash	Accrual
Did hold an annual shareholder meeting with a record of minutes?	Yes	No
Was the corporation a C corporation before it elected to be an S corporation?	Yes	No
Is any shareholder a disregarded entity, a partnership, a trust, an S corp, or an estate?	Yes	No
Did directly own 20%+ or indirectly 50%+ of the stock issued?	Yes	No
Did directly own 20%+ or indirectly 50%+ in the profit/loss/capital in any partnership or trust?	Yes	No
Did have any outstanding shares of restricted stock at the end of the year?	Yes	No
Was the corporation's S election terminated or revoked during the year?	Yes	No

Shareholders

Name	SSN	Address	# Shares 1/1	# Shares 12/31	Dividends Iss.
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Income

Sales & Services

Income from Sales & Services

Gross Receipts

Total Returns & Refunds

Did you receive any 1099-K's? Yes No

Did you receive any 1099-NEC's? Yes No

Did you receive any 1099-MISC's? Yes No

Interest & Dividends

Interest Income

Dividend Income

Investment Income

Sold Stocks, Bonds, or Crypto

Sold Real Estate

Other Income

Rental Properties

Income from K-1's

Foreign Accounts

Income Notes

Tell us about any income not mentioned above.

Deductions

Cost of Goods Sold

Costs Associated With Goods Sold:

Cost of Product Purchases

Cost of Raw Material & Supplies

Cost of Labor

Other Costs Associated With Goods Sold:

1. Description	Cost
2. Description	Cost
3. Description	Cost

Inventory:

Inventory Value at Beginning of Year

Inventory Value at End of Year

Method Used To Value Inventory: Cost Lower of Cost or Market (LCM) Other

Expenses

General Expenses:

Advertising	Local (in-town) Meals
Annual Corporation Fees	Office Expenses
Bank Fees & Charges	Permit & Fees
Business Travel	Postage & Shipping
Cleaning / Janitorial / Laundry	Printing
Commissions Paid	Rent (car, machinery, equipment)
Credit / Collection Costs	Rent (office, storage, other)
Discounts Given	Security Services
Dues & Subscriptions	Supplies & Tools
Equipment Rent	Telephone
Insurance Premiums	Training & Education
Interest - Mortgage	Software
Interest - Business Credit Cards	Repairs & Maintenance
Interest - Business Loans / Credit Lines	Utilities
Internet Service	Local Property Taxes
Legal / Professional Fees	State Income Taxes
Licenses, Permits, and Fees	Other Taxes

Auto Expenses:

Gas & Oil	Insurance
Maintenance & Repairs	Registration & License Fees
Parking & Tolls	Personal Property Taxes
Lease Payments	Other
Did company provide the vehicles?	Yes No

Deductions (Continued)

Assets Purchased:

1. Description	Date Purchased	Cost
2. Description	Date Purchased	Cost
3. Description	Date Purchased	Cost
4. Description	Date Purchased	Cost
5. Description	Date Purchased	Cost

Assets Sold or Disposed:

1. Description	Date Disposed	Selling Price / FMV
2. Description	Date Disposed	Selling Price / FMV
3. Description	Date Disposed	Selling Price / FMV
4. Description	Date Disposed	Selling Price / FMV
5. Description	Date Disposed	Selling Price / FMV

Compensation (Wages):

Salaries and Wages (W-2's)	Payroll Tax		
Did you have Form W-3?	Yes	No	
Did you have Form 940 (filed annually)?	Yes	No	
Did you have Form 941 (filed quarterly)?	Yes	No	

Compensation (Contract Labor):

Contract Labor			
Did you issue any 1099 NEC's?	Yes	No	
Did you issue any 1099 MISC's?	Yes	No	
Did you pay any contractors \$600+ without issuing a 1099?	Yes	No	

Charitable Contributions:

Cash Contributions	Non-Cash Contributions
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Other Expenses:

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Corporate Balance Sheet

Balance Sheet

Assets at Year End

Debts & Equity at Year End

Bank account end of year balance

Accounts receivable at end of year

Loans to shareholders

Mortgages & loans held by corporation

Stocks, bonds, and securities

Other current assets (describe below)

Inventories

Accounts payable at year end

Payables less than one year

Payables more than one year

Capital stock (preferred)

Capital stock (common)

Loans from shareholders

Retained earnings

Notes for Balance Sheet:

Rental Property Worksheet

Property #1

Address	City		State		Zip code
Property Type:	Single family	Multi-family	Vacation or Short-term	Land	Commercial

Rental Income:

Total Rent Received

Expenses:

Real Estate Taxes	Mortgage Interest
Mortgage Insurance	Property Insurance
Supplies	Management Fees
Professional & Legal Fees	Advertising
Commissions	Repairs
Utilities	Cleaning & Maintenance
Other Expense #1	Other Expense #2

Repairs and Improvements:

1. Description	Date	Cost
2. Description	Date	Cost
3. Description	Date	Cost

Property #2

Address	City		State		Zip code
Property Type:	Single family	Multi-family	Vacation or Short-term	Land	Commercial

Rental Income:

Total Rent Received

Expenses:

Real Estate Taxes	Mortgage Interest
Mortgage Insurance	Property Insurance
Supplies	Management Fees
Professional & Legal Fees	Advertising
Commissions	Repairs
Utilities	Cleaning & Maintenance
Other Expense #1	Other Expense #2

Repairs and Improvements:

1. Description	Date	Cost
2. Description	Date	Cost
3. Description	Date	Cost

Rental Property Worksheet (Continued)

Property #3

Address	City		State		Zip code
Property Type:	Single family	Multi-family	Vacation or Short-term	Land	Commercial

Rental Income:

Total Rent Received

Expenses:

Real Estate Taxes	Mortgage Interest
Mortgage Insurance	Property Insurance
Supplies	Management Fees
Professional & Legal Fees	Advertising
Commissions	Repairs
Utilities	Cleaning & Maintenance
Other Expense #1	Other Expense #2

Repairs and Improvements:

1. Description	Date	Cost
2. Description	Date	Cost
3. Description	Date	Cost

Property #4

Address	City		State		Zip code
Property Type:	Single family	Multi-family	Vacation or Short-term	Land	Commercial

Rental Income:

Total Rent Received

Expenses:

Real Estate Taxes	Mortgage Interest
Mortgage Insurance	Property Insurance
Supplies	Management Fees
Professional & Legal Fees	Advertising
Commissions	Repairs
Utilities	Cleaning & Maintenance
Other Expense #1	Other Expense #2

Repairs and Improvements:

1. Description	Date	Cost
2. Description	Date	Cost
3. Description	Date	Cost

Foreign Accounts Worksheet

Account #1:

Name of Foreign Bank	Address
Account Type	Account Number
Date Account Opened (if in 2022)	Date Account Closed (if in 2022)
Maximum Value (Include Currency)	End Year Balance (Include Currency)
Is the account owned jointly?	Yes No

Account #2:

Name of Foreign Bank	Address
Account Type	Account Number
Date Account Opened (if in 2022)	Date Account Closed (if in 2022)
Maximum Value (Include Currency)	End Year Balance (Include Currency)
Is the account owned jointly?	Yes No

Account #3:

Name of Foreign Bank	Address
Account Type	Account Number
Date Account Opened (if in 2022)	Date Account Closed (if in 2022)
Maximum Value (Include Currency)	End Year Balance (Include Currency)
Is the account owned jointly?	Yes No

Account #4:

Name of Foreign Bank	Address
Account Type	Account Number
Date Account Opened (if in 2022)	Date Account Closed (if in 2022)
Maximum Value (Include Currency)	End Year Balance (Include Currency)
Is the account owned jointly?	Yes No

Account #5:

Name of Foreign Bank	Address
Account Type	Account Number
Date Account Opened (if in 2022)	Date Account Closed (if in 2022)
Maximum Value (Include Currency)	End Year Balance (Include Currency)
Is the account owned jointly?	Yes No