

Tax Checklist for S-Corporations

Use the following checklist to gather the right information for your CPA and help them reduce your business tax bill.

1 Basic information

- Your Employer Identification Number (you can find your EIN on the IRS website).
- Your articles of incorporation or bylaws including any amendments.
- Your IRS acceptance letter of S election or previously filed Form 2553.
- Your previous year's federal, state, and local tax return.
- Estimates of all your state and local tax payments and payment dates.

2 What your shareholders needs to provide

- Names, addresses, and SSN/EIN of each shareholder for the tax year.
- Each shareholder's stock ownership.
- Shareholder reports for capital contributions, withdrawals, and loans.
- Shareholder reports for compensation and benefits including cost of medical and life insurance.
- Shareholder reports detailing any change in ownership during the tax year.

3 Government forms

- 1099 forms.
- Schedule K-1 Partnerships, S-Corporation, and Estate/Trust income from lower tiered entities.
- Granted credit certificates issued by federal or state taxing authorities.

4 Financial records

- Trial Balance.
- Statements from bank and credit cards.
- Summary or copies of all 1099's and W-2's issued.
- Summary or copies of all Federal unemployment, social security, and Medicare taxes paid (Form 940 and 941).
- State and local payroll tax paid.
- For multi-state businesses, report sales, payroll, and property values for each state.
- Cost of goods sold/cost of service and the total value of goods or materials at the end of the year.

5 Asset records (your CPA can provide you with this)

- Prior year depreciation schedules that include: asset cost, date of acquisition, prior depreciation, and business use percentage.
- All assets acquired in year with: date of purchase, cost, trade-in-allowance, and business use percentage.
- Sales proceeds from any assets disposed of during the tax year, along with: date of purchase, cost, trade-in allowance, expenses of the sale and accumulated depreciation.
- Mileage logs for owned and leased vehicles (business and total use).
- Gas and maintenance costs of vehicles owned and leased.
- Record of any assets bought and sold throughout the year.

Always keep proof and proper documentation for expenses claimed and any forms filed.