

WHAT DO I NEED TO PREPARE MY S CORPORATION 1120S OR PARTNERSHIP RETURNS FOR 2018? GENERALLY IF NEW

1. If we have never completed your return before we need you Employer ID (9 digit – nn-nnnnnn format) for the company! _____
 - a. If you have a copy of the SS-4 from the IRS, please attach
2. Did your company move? YES NO
 - a. Need the current address if yes - _____
3. Cell number to use for the tax return just in case that the IRS needs to contact you: _____
4. State that the entity was created in? _____
5. Is this an:
 - a. LLC
 - b. PC
 - c. INC
6. **Income documents that we need for 2018:**
 - a. **All members or partners of this business W-2s – paid from this business to each partner**
 - b. **Need form W-3 – 1 page summary of all w-2s**
 - c. **Each quarterly 941 - Employers use Form 941 to: Report income taxes, social security tax, or Medicare tax withheld from employee's paychecks.**
 - i. **941-Quarter 1**
 - ii. **941 Quarter 2**
 - iii. **941 Quarter 3**
 - iv. **941 Quarter 4**
 - d. **Form 940** is a tax form that allows employers to report their annual FUTA
 - e. **Arizona or your state Quarterly state withholding report by quarter**
 - i. **Quarter 1 -**
 - f. **Did you pay any contractors a 1099-Misc – if so we need a copy of the 1096 (summary page of all 1099's paid out)**
 - g.
7. Provide the Income and Expense numbers and Balance Sheet numbers. Format: - **1 of the following (a, b, c, or d)**
 - a. **QuickBooks File – upload a QBB backup file to the portal (preferable). Upload the files to our portal located: <https://www.officetoolsportal.com/portal/login> . If you provide us with a QuickBooks backup we do not need to see items noted from # 9-forward! If you live close you can also drop off via a usb flash drive. CHECK ONLY 1**
 - i. Or Provide Excel document of:
 1. Comparative 2018 and 2017 Profit and Loss with dollar change
 2. Comparative 2018 and 2017 Balance Sheet with dollar change
 - b. Or Excel Attachment of Income/Expense/Balance Sheet – **See our Summary attachment**
 - c. Or Year End Summary of AMEX or Capital One Credit Card of entire business
 - d. Or Our Excel P&L and Balance document to drop in your numbers – **see attachments**
8. Reminder of areas that clients forget that they usually expense to their personal:
 - a. We can deduct lube oil filter, car washes, and repair on your vehicle if used in the business. If spent on personal give us the annual charges for 2018.
 - b. Interest on your vehicles in the business if financed. Call the lender and get the YTD amount paid for all vehicles used in the business.
 - c. Interest on student loans if related to this business. For example, if you are a dentist and have student loans as a dentist we can deduct. Please attach form 1098-E for each student loan interest.
 - d. Advertising or Marketing – If you performed services in you job where you have performed services for you clients, family members, and you never were paid – please create a list of the labor you would have charged for these free marketing charges. Please call with questions.
9. Are the members of the LLC the same as last year? Yes or NO
 - a. If no please list new percentages, new members, and percentages and full address of new member.

- b.
 - c.
 - d.
 - e. Did any of the members changed address for 2018? If yes please put in the new address, city 7 state, zip, cell and email.
10. Did you purchase any new assets, equipment, computer system, furniture, new building, new roof, new anything for the business that **cost more than \$2500 per invoice?** (<https://www.irs.gov/businesses/small-businesses-self-employed/tangible-property-final-regulations>)
- a. If Yes – provide detail schedule in QuickBooks, excel, or each invoice noting the following:
 - i. Date Purchased in 2018
 - ii. Cost over \$2500 per invoice
 - iii. Description – (i.e. 2017 Ford F 150 VIN ending 4569 for \$48253)
11. Need 12/31/2018 balances for the balance sheet – **Attach page 1 of each statement**
- a. Chase Business Checking balance as of 12/31/2018 - - **attach statement showing the balances**
 - b. Savings Business Account Balance 12/31/2018 - - **attach statement showing the balances**
 - c. Accounts Receivable Balances
 - d. Receivable Balances for 12/31/2018 of what others owe you for all unpaid invoices and balances
 - e. Trade Balances if applicable with Value Card and Trade Source
12. Accounts payables and liabilities
- a. Business Credit Card balances ending 12/31/2018 - - **attach statement showing the balances**
 - b. Business loan balances ending 12/31/2018 - - **attach statement showing the balances**
 - c. Business vehicles in the business balances as of 12/31/2018 - - **attach statement showing the balances**
13. Sale or Trade of assets in 2018
- a. List each asset, date sold or traded, and the amount received or traded!
14. Did you contribute through your business any dollars for your busoiness 401k, solo k, SEP, SIMPLE, etc for 2018.
- a. Did you