

# TERDLE & COMPANY

CERTIFIED PUBLIC ACCOUNTING FIRM



## Corporate Tax Organizer

51 Robbins Station Road  
North Huntingdon, PA 15642  
Phone: 724-863-0703  
Fax: 724-864-2102  
Email: [mark@terdlecpa.com](mailto:mark@terdlecpa.com)

**Terdle & Company P.C.**  
A Certified Public Accounting Firm  
 51 Robbins Station Road  
 North Huntingdon, PA 15642  
 Phone: 724-863-0703 Fax: 724-864-2102  
 Email: CPAAAA@aol.com

**CORPORATION TAX ORGANIZER**

Corporate Name: \_\_\_\_\_

Corporation \_\_\_\_\_ S-Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Other \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Office Address: \_\_\_\_\_  
 \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Office Fax Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Documents Needed:**

1. Copy of prior year tax return (unless we have prepared it or you have already submitted it). If new corporation, include copies of organizational documents including Federal ID number.
2. Profit & Loss Statements – Please send complete statements with details, unless we have prepared them for you. *Note: If you do not have P&L Statements, please forward copies of bank statements, credit card statements and check registers for compilation.*
3. Payroll Information – Copies of forms W-2 & W-3 issued for year.
4. Balance of all corporate bank accounts, credit card accounts & loan accounts.
5. List of all new equipment purchases or sale of existing assets.

Description:	Date Purchased:	Date Sold:	Purchase Price:	Selling Price:

**Additional Information Needed:**

Were there any changes in the ownership of your corporation? If so, please explain:

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Officer:	Office Head:	Stock % Owned:	Wages Paid:
	President		
	Vice-President		
	Secretary		
	Treasure		

Did you pay any estimated taxes : \_\_\_\_\_

Date Paid:	Federal Amount Paid:	State Amount Paid:

Did your corporation pay rent to officer for home office space? If so, what amount?

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Did the corporation pay related parties \_\_\_\_\_ If so, please list name, relationship, amount & purpose.

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Did your corporation receive any IRS or State Tax notices which have not been forwarded to our office for review? If so, please explain,

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Office Expense		
Parking and Tolls		<hr/>
Payroll - Shareholders and Officers		<hr/>
Payroll - All Other Employees		<hr/>
Pension and Profit-Sharing Plans (for employees)		<hr/>
Postage		<hr/>
Printing		<hr/>
Rent		<hr/>
Repairs and Maintenance		<hr/>
Security		<hr/>
Supplies		<hr/>
Taxes:		<hr/>
State Income/Franchise Taxes		
Payroll Taxes	<hr/>	
Property Taxes	<hr/>	
Other Taxes	<hr/>	
Total Taxes	<hr/>	
Telephone		<hr/>
Tools		<hr/>
Training and Continuing Education		<hr/>
Travel		<hr/>
Uniforms		<hr/>
Utilities		<hr/>
Other Expenses:		<hr/>
	<hr/>	
	<hr/>	
	<hr/>	
Total Expenses		<hr/>
		\$ -
<b>NET INCOME (LOSS)</b>		<hr/>
		\$ -
		<hr/>