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

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:		
	Partnership	
Tax ID Number:		
Office Address:		
Office Phone Number:		
Office Fax Number:		
Contact Name:	Phone Number:	

Documents Needed:

- 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:
The state of the s	The state of the s			

Additional Information Needed:

Were there any changes	in the ownership of y	our corporation	? If so	, please expla	ain:
				-	
Officer:		Office He	ead:	Stock % Owned:	Wages Paid:
		President			
	AND CONTRACTOR OF THE PARTY OF	Vice-Pres	ident		
		Secretary Treasure	7		
The state of the s		Treasure			
	Federal Amo	- A WAU (State	te Amount P	aiu:
id your corporation pay	rent to officer for hor	me office space	? If so	, what amour	nt?
				The second Hills and the second secon	
d the corporation pay re repose.	lated parties	If so, please l	ist nam	ne, relationshi	ip, amount
		990			
d your corporation receifice for review? If so, p	ve any IRS or State T lease explain,	Tax notices whi	ch have	e not been for	rwarded to
		400			
			Market Ma		

Profit and Loss

Income:	
Gross receipts or sales	
Commissions	
Fees	
Interest	The state of the s
Dividends	
Other Income	
Less: Returns and Allowances (enter as a negative amount)	
	Common Co
Total Income	\$ -
Cost of Goods Sold:	
Purchases	
Cost of Labor	
Subcontractors	
Delivery and Freight	
Other Costs	
Total Cost of Goods Sold	en e
Gross Profit	•
GI OSS I I OIL	Ψ -
Expenses:	
Accounting	
Advertising	
Bank Charges	
Car and Truck Expense	
Charitable Contributions	
Commissions and Fees	
Computer Services & Supplies	
Credit and Collection Costs	
Discounts	
Dues and Subscriptions	
Employee Benefits (excluding retirement plans)	
Equipment Rental	
Insurance	
Interest	
Janitorial and Cleaning	
Laundry	
Legal and Professional	
Licenses and Permits	
Meals and Entertainment	

Office Expense				
Parking and Tolls				
Payroll - Shareholders and Officers				
Payroll - All Other Employees				
Pension and Profit-Sharing Plans (for emplo	yees)			
Postage	•		-	
Printing			-	
Rent				-
Repairs and Maintenance			8-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	
Security				
Supplies				
Taxes:			XC	
State Income/Franchise Taxes				
Payroll Taxes			•0	
Property Taxes			3	
Other Taxes			-	
Total Taxes		leave the second	-	
Telephone				
Tools				
Training and Continuing Education				
Travel				
Uniforms				
Utilities			Market Control of the	
Other Expenses:				
				-
			Anna San San San San San San San San San	
Total Expenses			\$	
NET INCOME (LOSS)			S	_
es				