



Corporation, LLC & Partnership Organizer

Welcome to the Corporate Organizer for tax year 2011. Please make sure this Organizer is complete and all requested material is provided. Only complete the sections that apply to your tax situation. It is important that you answer all questions asked and if a new client, provide proof of filing and S-Corp election if applicable. If you do not know your type of entity, you can contact your state secretary's office for clarification. Please don't hesitate to call if you would like assistance or have any questions.

Due Date for C and S Corporate Returns – March 15

Due Date for Partnership Returns – April 15

Due Date for LLC Returns – April 15 (unless treated as S Corp – March 15)

IMPORTANT NOTE: If S Corporation, Partnership, and LLC tax returns are not filed timely; there is a penalty for late filing of **\$195 per shareholder/partner per month for up to twelve months (a maximum penalty of \$2,340 per shareholder/partner)**. This applies to dormant as well as active businesses. Accordingly, S Corporation tax returns must be filed by March 15th, or an extension filed by March 15th and the tax return filed by September 15th. Partnership/LLC tax returns must be filed by April 15th, or an extension filed by April 15th and the tax return filed by September 15th.

Corporate Data (Please Print)

Corporation Name				
Federal ID #				
Address				
City		State		Zip
Phone #		County		
Fax #		Website		
Email Address		Contact Person		

Important Questions

Please Answer All Questions.

Did Diamond Financial Corp. prepare your corporate return last year? If no, include a copy of the return.	Yes	No
What was the date of incorporation?	-	-
What state was the corporation/partnership incorporated/formed?		
If you are an S Corporation, did you file your S Corp election certification?	Yes	No
If yes, what was the date of your S Corp election? (include copy of form 2553)	-	-
How many shareholders does your corporation have? (enter detailed shareholder information on next page)		
Total number of shares issued by corporation?		shares
Are you registering a name change with your corporate filing?	Yes	No
Is the address used on this years return different than last year?	Yes	No
Is this a final return for this corporation?	Yes	No
If this is the final return, have you filed the papers of dissolution?	Yes	No
If you are on a fiscal year, what is the date of your year end?	-	-
Do you have a pension or retirement plan for the employees of the corporation?	Yes	No
What type of accounting are you using?	Cash	Accrual
Type of Business		
Enter a brief description of your business services or product:		

Business Type

- | | |
|--|--|
| <input type="checkbox"/> C Corporation (1120) | <input type="checkbox"/> Partnership (1065) |
| <input type="checkbox"/> S Corporation (1120S) | <input type="checkbox"/> Limited Liability Corporation |

Corporate Officers

President		Secretary	
Vice President		Treasurer	

NOTE: Please complete Shareholder information on the next page for all officers and shareholders.

Company Credit Cards Please provide copy of 12/31 statement

Credit Card Issuer	Balance
	\$
	\$
	\$
	\$
	\$

Year End Business Checking/Saving Account Balance

Please provide copy of 12/31 statement

Institution Name:	Balance
	\$
	\$
	\$
	\$
	\$

Other Loans Please provide copy of 12/31 statement

Does your business have any other notes or loans payable in the company name? For example, a bank loan or line of credit?

Credit Issuer	Balance
	\$
	\$
	\$
	\$
	\$

Loans/Capital Contributions from Shareholder to Corporation

Shareholder Name	Date	Amount
	/ /	\$
	/ /	\$
	/ /	\$
	/ /	\$
	/ /	\$

Loan Pay Back/Distributions to Shareholder from Corporation

Shareholder Name	Date	Amount
	/ /	\$
	/ /	\$
	/ /	\$
	/ /	\$
	/ /	\$

Note: Shareholder Loans need to be in the form of a written agreement between the Corporation and the Shareholder. This agreement must include the terms of the note including an interest rate in excess of the Applicable Federal Rate. Loan payments for interest are strongly recommended to avoid imputed interest issues.

Shareholder Information

Please list all shareholders or partners below – be sure to include their % of ownership and Social Security numbers. If we prepared previous year's tax return and there is no change to the shareholders/partners, their addresses and/or ownership percentages, write "no change".

Name				
Address				
City		State		Zip
Email		Phone		
Social Security #		% of Ownership		
Name				
Address				
City		State		Zip
Email		Phone		
Social Security #		% of Ownership		
Name				
Address				
City		State		Zip
Email		Phone		
Social Security #		% of Ownership		
Name				
Address				
City		State		Zip
Email		Phone		
Social Security #		% of Ownership		
Name				
Address				
City		State		Zip
Email		Phone		
Social Security #		% of Ownership		
Name				
Address				
City		State		Zip
Email		Phone		
Social Security #		% of Ownership		
Name				
Address				
City		State		Zip
Email		Phone		
Social Security #		% of Ownership		
Name				
Address				
City		State		Zip
Email		Phone		
Social Security #		% of Ownership		

Income

Note: If you use QuickBooks or another software package, you may provide a year end Balance Sheet and annual Profit and Loss Statement in lieu of completing the income and expense sections of this page.

Gross receipts or sales	\$	Less included returns and allowances	\$
Gross Rents	\$	Interest (include 1099)	\$
Gross Royalties	\$	Dividends (include 1099)	\$
Gain, if any from 4684, Line 39			\$
Gain, if any from 4684 Lines 31 and 38a			\$
Ordinary gain from installment sales – form 6252 line 25 or 36			\$
Recapture of 179 expense deduction			\$

Costs of Goods Sold/Inventory

If you purchase goods to have available for resale or you manufacture goods for resale in your business, you may carry an inventory. Beginning inventory should be the same as ending inventory for the previous tax year. Please include, in the cost of inventory purchased during the year, only the cost of materials and supplies which became a part of the product which you sell. All other materials and supplies related to your business should be listed separately in the categories below.

Inventory at beginning of year. If different from last year's closing inventory, attach explanation.	\$
Inventory purchased during the year - less cost of items withdrawn for personal use.	\$
Inventory at the end of the year.	\$

General Expenses

Accounting Fees	\$	Legal Fees	\$
Advertising	\$	License Fees	\$
Bank Charges/Fees	\$	Maintenance	\$
Contract Labor	\$	Office Supplies	\$
Commissions and Fees	\$	Postage, Shipping & Overnight Delivery Expenses	\$
Copying Expenses	\$	Professional Fees	\$
Credit and Collections	\$	Rent	\$
Dues & Subscriptions	\$	Repairs	\$
Employee Benefits	\$	Security Costs	\$
Equipment Rental	\$	Supplies	\$
Employee Health Insurance	\$	Telephone	\$
Insurance - Other	\$	Uniform Expenses	\$
Interest - Mortgage	\$	Other Int.	\$
Interest - Mortgage	\$	Utilities	\$
Internet Fees	\$	Website – Creation & Maintenance	\$

Payroll Expenses

Salaries & Wages - Officers	\$	Payroll Tax	\$
Salaries & Wages - Employees	\$	Other	\$

Tax

Sales Tax	\$	Real Estate	\$
Vehicle	\$	Business Property/Inventory Tax Paid	\$

Home Office

Home office expenses are not permitted for corporations and partnerships. If you have questions on this issue, please contact our office.

Vehicle Expense

Vehicle Description	Owned by Business?		Total Miles	Business Miles	Reimbursed	
	Yes	No			Yes	No
	Yes	No			Yes	No
	Yes	No			Yes	No

Use of personal vehicle for company must be reimbursed by the company. Employee/owners can NOT take a mileage deduction on their personal tax return. Expense reports should be submitted to the corporation for reimbursement at the federal rate

Note: Unreimbursed personal use mileage by a company car must be added to officer/employee's W-2.

Travel, Meals & Entertainment

Total Meals – Outside of Office	\$	Entertainment Expense	\$
Total Meals – In Office	\$	Hotel Expense	\$
Rental Car	\$	Travel - Other	\$

W. RENTAL INCOME AND EXPENSE

If you have more than three properties, download additional form

	Property 1		Property 2		Property 3	
Date First Used as a Rental	/ /		/ /		/ /	
Purchase Price	\$		\$		\$	
Ownership %	%		%		%	
Type of Property						
Street Address of Property						
City, State						
Annual Expenses	Property 1		Property 2		Property 3	
Total Rent Received	\$		\$		\$	
Advertising	\$		\$		\$	
Travel / Hotel Expense	\$		\$		\$	
Cleaning / Maintenance	\$		\$		\$	
Commissions	\$		\$		\$	
Insurance	\$		\$		\$	
Legal / Prof. Fees	\$		\$		\$	
Management Fees	\$		\$		\$	
Mortgage Interest	\$		\$		\$	
Real Estate Tax	\$		\$		\$	
Supplies	\$		\$		\$	
Repairs	\$		\$		\$	
Utilities	\$		\$		\$	
Telephone	\$		\$		\$	
Condo / HOA Fees	\$		\$		\$	
Lawn Care	\$		\$		\$	
Bank Fees	\$		\$		\$	
Other - Specify:	\$		\$		\$	

List Furniture & Equipment Purchased and Major Improvements Made in 2010 (Not Included Above)

Description of Purchase / Major Improvement <i>Do not include routine maintenance or minor repair items</i>	Property 1		Property 2		Property 3	
	Cost	Purchase / Improvement Date	Cost	Purchase / Improvement Date	Cost	Purchase / Improvement Date
	\$	/ /	\$	/ /	\$	/ /
	\$	/ /	\$	/ /	\$	/ /
	\$	/ /	\$	/ /	\$	/ /
	\$	/ /	\$	/ /	\$	/ /

Important Questions	Property 1	Property 2	Property 3
Enter the number of months that this property was rented this year			
Enter the number of months that this property was available for rent this year.			
List the number of days each property was used for personal use.			
Did you pay anyone a fee to manage this property for you this year?	yes / no	yes / no	yes / no
Did you actively participate in the management of this property?	yes / no	yes / no	yes / no
If yes, did you maintain a log of the number of hours that you personally worked on this property during this year?	yes / no	yes / no	yes / no
Is the average rental period/lease for the property 7 days or less?	yes / no	yes / no	yes / no

Sale of Rental Property *New clients should send prior year tax returns where the property was claimed as a rental.*

Date of Original Purchase (<i>Must provide copy of settlement/closing statement</i>)	/ /	/ /	/ /
Date of Sale (<i>Must provide copy of settlement/closing statement</i>)	/ /	/ /	/ /

Vehicle Expense *Must answer ALL questions and have written evidence as required by the IRS to qualify for this deduction!*

Type & Year of Vehicle:		Date First Used for Rental Activity	/ /
Total Miles Driven for Personal	mi.	Do you have evidence to support the deduction?	yes / no
Total Miles Driven for Rental Activity	mi.	Is this evidence written?	yes / no
Rental Car Expenses (rental fee & gas), please total them here and do not include the mileage above!			\$

Rental Comments and Other Expenses

W. RENTAL INCOME AND EXPENSE

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	Property 4		Property 5		Property 6	
Date First Used as a Rental	/ /		/ /		/ /	
Purchase Price	\$		\$		\$	
Ownership %	%		%		%	
Type of Property						
Street Address of Property						
City, State						
Annual Expenses	Property 1	Property 2	Property 3	Property 4	Property 5	Property 6
Total Rent Received in 2010	\$	\$	\$	\$	\$	\$
Advertising	\$	\$	\$	\$	\$	\$
Travel / Hotel Expense	\$	\$	\$	\$	\$	\$
Cleaning / Maintenance	\$	\$	\$	\$	\$	\$
Commissions	\$	\$	\$	\$	\$	\$
Insurance	\$	\$	\$	\$	\$	\$
Legal / Prof. Fees	\$	\$	\$	\$	\$	\$
Management Fees	\$	\$	\$	\$	\$	\$
Mortgage Interest	\$	\$	\$	\$	\$	\$
Real Estate Tax	\$	\$	\$	\$	\$	\$
Supplies	\$	\$	\$	\$	\$	\$
Repairs	\$	\$	\$	\$	\$	\$
Utilities	\$	\$	\$	\$	\$	\$
Telephone	\$	\$	\$	\$	\$	\$
Condo / HOA Fees	\$	\$	\$	\$	\$	\$
Lawn Care	\$	\$	\$	\$	\$	\$
Bank Fees	\$	\$	\$	\$	\$	\$
Other - Specify:	\$	\$	\$	\$	\$	\$

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	\$	/ /	\$	/ /	\$	/ /
	\$	/ /	\$	/ /	\$	/ /
	\$	/ /	\$	/ /	\$	/ /
	\$	/ /	\$	/ /	\$	/ /

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Total Miles Driven for Personal	mi.	Do you have evidence to support the deduction?	yes / no
Total Miles Driven for Rental Activity	mi.	Is this evidence written?	yes / no
Rental Car Expenses (rental fee & gas), please total them here and do not include the mileage above!			\$

Rental Comments and Other Expenses
