

Small Business Tax Checklist - S Corp

Copies of prior year Federal and State tax returns including K-1 form, if applicable.

For first year tax return, please provide the following:

Articles of Incorporation (To include State and Date of Formation), or entity formation documents (i.e. LLC formation documents).

Description of business activity and principal product or service.

Employer Identification Number (EIN) (SS-4 Letter issued from the IRS).

Documents filed and accepted by the IRS and the state if the corporation has elected to file as S corporation (Form 2553), if applicable.

Provide a detailed record of assets (including property and equipment) acquired throughout the year, specifying the date of acquisition and the corresponding dollar amount for each purchase.

If you maintain business bookkeeping and it's all updated, Provide Financial statements (profit and loss, balance sheet and Contributions/distribution of each shareholder).

Shareholder information including the following:

- 1- Names, addresses, and SSN/EIN.
- 2- Number of shares issued to each shareholder.
- 3- Capital contributions, distributions or loans to shareholders.
- 4- Reasonable compensation paid to shareholders.
- 5- Insurance plan provide to any shareholder.
- 6- Changes in ownership (if any).

Please note, this questionnaire is not a comprehensive list of all required information, and additional documentation may be required.