

2023 Tax Organizer for Corporations Business Information

Business Information

Corporation's legal name		EIN	
Doing business as name			
In care of name			
Street address, city, state, and ZIP			
Email			
Phone number		Date of S corporation election	
Cell number		Date incorporated	
Fax number		State of incorporation	

Yes **No**

Does the corporation file under a calendar year?
 If "No," what is the tax year begin date? _____ Tax year end date? _____

Is this the corporations final year?

Did the corporation conduct business activities in any state other than the resident state?
 If "Yes," what states? _____

What is the corporation's main business activity? _____

What product or service does the corporation provide? _____

What accounting method does the corporation use?
 Cash Accrual Other (describe) _____

How many shareholders did the corporation have during the year? _____

Estimates

	Federal		Resident State		Resident City	
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
Overpayment applied from 2022	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

Account Information for Deposits and Withdrawals

Name of Bank	Bank Routing Number	Bank Account Number	Type of Account		Use This Account for	
			Checking	Savings	Deposits	Withdrawals

Rental Other Than Real Estate

Corporation Name: _____

EIN: _____

General Property Information

Description of property _____

Address of property _____

City _____ State _____ ZIP _____

This property was placed in service during tax year 2023.

This property was disposed of during tax year 2023.

Income and Expenses

2023

Gross rental income _____

Advertising _____

Auto and travel _____

Cleaning and maintenance. _____

Commissions _____

Insurance _____

Legal and other professional fees _____

Interest _____

Repairs. _____

Taxes. _____

Utilities _____

Wages and salaries _____

Other expenses (list)

Auto Expense

Corporation Name: _____

EIN: _____

Auto Expense

Name of activity vehicle is used for _____

Description of vehicle _____

Date vehicle was placed in service _____

Yes No

- Was this vehicle available for personal use during off-duty hours?
- Was the vehicle used primarily by someone with more than 5% ownership or a related person?
- Was another vehicle available for personal use?

Miles the vehicle was driven during 2023		2023 Amount	Miles the vehicle was driven in prior years		2023 Amount
Business	_____	Business	_____
Commuting	_____	Total	_____
Other	_____			

Expenses

Garage rent	_____	Repairs	_____
Gas	_____	Tires	_____
Insurance	_____	Tolls	_____
Licenses	_____	Lease addback	_____
Oil	_____	Other expenses		
Parking fees	_____		_____	_____
Rental fees	_____		_____	_____
Interest	_____		_____	_____
Property tax	_____			

