

2022 C- & S-Corp Tax Organizer

Business Name:

Tax Year:

YEAR-END CLOSING CHECKLIST

Important: Checklist items not addressed could result in additional fees for accounting services. We will contact you if we believe these additional fees will exceed \$250

Done N/A

- Prior year adjusting journal entries provided by us or prior accounting firm have been entered (QBO users can disregard)
- Reconcile all bank accounts through the end of the tax year
- Reconcile all credit card accounts through the end of the tax year
- Address uncleared bank and credit card transactions older than 90 days. DO NOT delete any transactions dated prior to the beginning of the tax year (e.g. prior to 1/1/22 if a calendar year entity or 10/1/21 if fiscal year ends 9/30)
- Following expenses correctly reported in their own separate accounts*
 - Meals 100%
 - Payroll taxes
 - Payroll wages
 - Officer health insurance (preferable but not required)
 - Officer life insurance
 - Entertainment expenses (non-deductible)
 - Employee parking (non-deductible)
 - Furniture and equipment purchases over \$2,500 reflected as fixed assets on Balance Sheet
 - Furniture and equipment purchases under \$2,500 reflected as expenses on Profit and Loss
 - State pass through entity tax payments
- Loan (including auto) payments categorized to appropriate liability account
- Contributions of personal funds to business categorized to appropriate shareholder equity accounts
- Personal expenses paid from business bank or credit card accounts categorized to appropriate shareholder equity accounts
- Review Balance Sheet, Profit & Loss, Accounts Payable, and Accounts Receivable reports for accuracy. Bring questionable transactions to our attention if you are unsure how to properly make an adjustment or correction.
- Provide access to accounting software or submit financial reports to KDP, LLP

Clients who cannot provide KDP access to the accounting software must submit the following reports:

Balance Sheet Trial Balance
Profit and Loss General Ledger

QuickBooks Desktop Users:

Instructions for Emailing QB Desktop File

- Go to: File > Send Company File > Accountant's Copy > Client Activities > Send to Accountant > Next > Enter Dividing Date (1/1/23) > Enter tax@KDPLLP.com > create file transfer password > Send
- Send a separate email to tax@KDPLLP.com
- Provide passwords in the fields below

File Transfer Password:

QuickBooks Password:

QuickBooks Online Users:

Instructions to Add or Invite an Accountant user if not already connected to your account

Select the Gear icon > Manage Users > Accounting Firms Sections > Invite Accountant > Enter email address of primary contact person at KDP > Finish

Submit this completed organizer and all applicable documents from the list on the next page to
TAX@KDPLLP.COM

QUESTIONNAIRE

Yes No N/A

- Does the business have adequate support for all charitable contributions?
- Did the business give any gifts (other than charitable contributions) over \$25 to any one individual or entity?
- Did the business file, or will it file, required Forms 1099 related to payments made to vendors or payees?
- Were company-paid insurance premiums (health, dental, vision) and HSA contributions for Officers included on their W-2?
- Did the business have an interest in, or signature authority over, a financial account in a foreign country?
- Did the business have foreign assets or receive distributions from or make transfers to a foreign trust?
- Were any vehicles used for business needs? **If yes, you must complete the table below. Due to mileage rate changes mid-year, we need your miles separately for the 1st and 2nd half of the year. Please note: you are required by the IRS to keep a contemporaneous log of total and business miles driven. Completing this table below indicates you have done so:**

Vehicle 1:

Make	Model	Year	Jan – June Business Miles	July – Dec Business Miles	Total 2022 Miles

Vehicle 2:

Make	Model	Year	Jan – June Business Miles	July – Dec Business Miles	Total 2022 Miles

DOCUMENT/INFORMATION REQUEST

If any items apply, statements or attachments are required. If applicable items are not provided at the time you submit your tax information for preparation we will request it separately, which will delay completing the preparation of your return.

Incl. N/A

- Name of Business Representative:
- Signed Statement of Work (SOW)
- Copies of correspondence from tax authorities (federal and state) regarding changes to prior year(s) returns
- Shareholder Address Changes. Include date of move if moved to a different state
- Shareholder Ownership Changes including name/address/SSN, % of ownership, time devoted to business, date of change, initial contribution
- Operating Agreement (if updated since preparation of last year’s return or if you are a new client)
- Year-end loan statement(s) or report(s) showing loan balance(s) has been reconciled through the end of the tax-year
- List of canceled, forgiven, or modified non-shareholder loans
- Loan agreements with or schedule of loans to from non-shareholder employees (include interest rates and payment schedules)
- Copy of year-end bank statement(s)
- Copy of year-end credit card statement(s) (statement should include all transactions through the end of the tax-year)
- If not clearly identified in your accounting records, provide the following:*
 - Schedule of life (other than group life) and health insurance premiums paid for each shareholder
 - Schedule of cash or property distributed to each shareholder during the year
 - Schedule of contributions from each shareholder
 - Schedule of loans to Business from each shareholder
 - Schedule of Business expenses paid personally by each shareholder
 - Schedule of personal expenses for each shareholder paid with business funds if not already reimbursed and posted to the books
 - Schedule of club dues paid (health, golf, boating, country/social clubs, etc.)
- Value of Inventory at year-end:
- Forms 1099 or K-1s received in the entity’s name
- State Sales Tax return(s) filed for the end of the tax year
- If multi-state activity exists: Statement of inventory owned, rents paid, and employee wages paid or located in each state
- Payroll Summary by employee if this report cannot be accessed by KDP within accounting software
- Number of W2s issued during tax year:
- Employee Retention Tax Credit received in 2022: