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# S Corporation Tax Organizer

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Thank you for choosing Rock Solid Tax and Accounting LLC to do your tax preparation. Please read and sign the engagement letter on page 3 and answer all of the questions about the S-Corp on the subsequent pages. You may complete the remaining pages or just use them to help organize your information.

In addition, please provide the following:

- QuickBooks backup file or company ledgers
- Articles of Incorporation, bylaws, resolutions
- previous 3 years' tax returns
- depreciation schedules of fixed assets
- copies of W-2's and 1099-Misc, 1099-NEC and 1099-K issued or received



Client Name: \_\_\_\_\_

Thank you for choosing Rock Solid Tax and Accounting LLC to assist you with your 2022 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2022 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. It is our understanding that you have receipts, and or canceled checks to support all deductions and expenses provided by you. An Organizer is enclosed to help you collect the data required for your return. The Organizer will help you avoid overlooking important information. By using it, you will contribute to the efficient preparation of your returns.

The tax return fee does not include bookkeeping. Bookkeeping necessary to make data tax return-ready will be added to the tax preparation fee. We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties.

We will use our professional judgment in preparing your returns. Subsequent developments issued by the applicable tax authorities may affect the information we have previously provided, and these effects may be material. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. In accordance with our professional standards, we will follow whatever position you request, as long as it is consistent with the codes, regulations, and interpretations that have been promulgated. Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee is based on the forms required to prepare the return. Invoices are due and payable upon presentation. Tax returns will not be filed, and copies of the returns will not be provided to you until payment has been received in full. If you terminate this engagement before completion, all original documentation will be returned to you. Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities. Such representation is available as a separate engagement. Preparation fees do include limited assistance and consultation during the year.

We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, canceled checks, etc., in a secure location in case these items are needed later to prove accuracy and completeness of a return. We retain copies of your records and our work papers for your engagement for at least four years. If you want us to delete the information after this time you must provide written instructions.

Our engagement to prepare your 2022 tax returns will conclude with the delivery of the completed returns to you (if paper-filing) or your signature and our subsequent submittal of your tax return (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign and date in the spaces provided. Thank you for the opportunity to be of service. If you have any questions please contact our office at (480) 322-8207.

Sincerely,  
Sheryl S. McClure, EA

Sheryl S. McClure, EA  
Rock Solid Tax and Accounting LLC

Accepted By:

\_\_\_\_\_

Officer

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

For taxpayer convenience our office may provide forms, information and documents in a digital format and convey them to you via electronic signature software, electronic tax preparation software or a secure portal if you would like to OPT OUT of allowing us to use these methods to provide forms, information or documents, please sign and date below.

\_\_\_\_\_

Officer

Print Name

\_\_\_\_\_

Date

## 2022 BUSINESS TAX RETURN QUESTIONNAIRE

To further assist in the organization of your business's 2022 tax information, the following is a tax questionnaire relating to specific transactions that may have occurred during the year. This tax questionnaire is mandatory in order to ensure that we prepare the most accurate tax return possible; we strongly recommend that you take a few moments and complete the following questions. Failure to answer will be treated as "NO" or "Zero" in each instance.

General Business Information (All businesses):	Yes	No
Did the business address change during 2022?		
If yes, please provide the new address, phone number, cell phone number, and email address in the sections below:		
Address:		
Email:		
Cell phone:		
Work phone:		
Did the business make any payments in 2022 that would require the filing of Form(s) 1099?		
If yes, did the business or will the business file all required Form(s) 1099?		
Did the business elect or revoke its S-corporation status during 2022?		
Was there a change in ownership at any time during 2022? Please note that a change in ownership may create a transaction resulting in special reporting requirements. Please discuss this matter with one of our tax managers.		
If yes, please provide the following information on any new shareholders/partners:		
Names of Incoming Shareholders/Partners:		
Social Security No./EIN:		
Date of Transfer:		
% of Ownership/# of Shares Transferred to:		
If yes, please provide the following information on any old shareholders/partners:		
Names of Outgoing Shareholders/Partners:		
Date of Transfer:		
% of Ownership/# of Shares Transferred from:		
Employment (Corporations only):	Yes	No
Did the business pay compensation to its officers/shareholders and was that compensation compensatory with the services that were provided to the business?		
Did the business pay, on behalf of the more than 2% shareholders, fringe benefits (including health insurance premiums)?		
If yes, were these fringe benefits reported on a W-2?		

Did the business provide health benefits or other fringe benefits to family or friends of the shareholders who are not employees?		
Do any family members of the shareholders work in the business and receive compensation for their services?		
<b>Other (S Corporations only):</b>	<b>Yes</b>	<b>No</b>
Did the S corporation owe debt directly to shareholder(s) as of the beginning and end of the S corporation's tax year?		
If yes, please provide the following information (attach a separate sheet if necessary):		
Shareholder Name(s):		
Amount of debt owed by the S corporation directly to the shareholder as of the beginning of the tax year:		
Amount of debt owed by the S corporation directly to the shareholder as of the end of the tax year:		
Each shareholder's number of shares must be reported on Schedule K-1. Please provide the following information for all shareholders (attach a separate sheet if necessary):		
Shareholder Name:		
Shareholder's number of shares at the beginning of the tax year:		
Shareholder's number of shares at the end of the tax year:		
<b>Employment (Partnerships/LLCs only):</b>	<b>Yes</b>	<b>No</b>
Did the business pay guaranteed payments to its members/partners and were those payments compensatory with the services that were provided to the business?		
Did the business pay, on behalf of the partners/members, fringe benefits (including health insurance premiums)?		
If yes, were these fringe benefits reported as part of the partners/members guaranteed payment?		
Did the business provide health benefits or other fringe benefits to family or friends of the partners/members who are not employees?		
Do any family members of the partners/members work in the business and receive compensation for their services?		
<b>Other (Partnerships/S corporations only)</b>	<b>Yes</b>	<b>No</b>
Did the partnership or S corporation have foreign activity or limited foreign activity in 2022?		
Were all direct partners in the partnership either U.S. citizens or resident aliens in 2022?		
Did the partnership or S corporation receive a request from any partner or shareholder for Schedule K-3 information?		
<b>Related Party Transactions (All businesses):</b>	<b>Yes</b>	<b>No</b>
Did the business pay rents, receive rents, buy products, sell products, perform services, or receive services from related parties such as family members or a business in which the business shareholders, partners or members have an ownership interest?		
If yes, please describe all relationships:		

<b>Related Party Transactions (Continued):</b>		<b>Yes</b>	<b>No</b>
Have any of the shareholders, partners, or members loaned money to the business?			
If yes, has a legal note from the lender to the business been executed?			
Also, please provide the following information:			
Amount Lent:			
Date Lent:			
Terms of Note:			
Current Activity:			
Has the business loaned money to any of the shareholders, partners, members, or family members?			
If yes, has a legal note from the business to the borrower been executed?			
Also, please provide the following information:			
Amount Lent:			
Date Lent:			
Terms of Note:			
Current Activity:			
Have any of the shareholders, partners, or members contributed additional capital to the business?			
<b>Automobile Expenses (All businesses):</b>		<b>Yes</b>	<b>No</b>
Does the business provide company vehicles for its employees (including shareholders and partners/members)?			
If yes, do the business employees maintain mileage logs and trip sheets for each trip? Automobile expenses need to be substantiated with mileage logs and trip sheets for each trip. Commuting miles between home and a fixed work location are not considered deductible business miles.			
For each employee vehicle, please provide the following information (if more than two vehicles, please include on separate attachment):			
Vehicle #1 – Make, Model, and Year:			
Date Placed in Service:			
Employee Using Auto:			
<b>Mileage from January 1, 2022, to June 30, 2022:</b>			
Total Miles Driven:		Total Business Miles Driven:	
<b>Mileage from July 1, 2022, to December 31, 2022:</b>			
Total Miles Driven:		Total Business Miles Driven:	