



## Tax Prep Documents Checklist \_ C Corp (Form 1120-C)

### C Corp sepecific infomration needed:

#### Business Documents

- Articles of Incorporation and bylaws
  - If an LLC taxed as a C corporation, copies of the articles of organization and operating agreement
- Form 8832 if the entity has chosen to be taxed as a C corporation using the check-the-box regulations
- List of federal and state employer identification numbers (EINs)
- Any granted credit certificates
- Last year's Form 1120 including any schedules of carryover losses, deductions or credits from prior years and any state or local returns
- Information regarding any dividends received
- Information regarding the corporation's accumulated earnings account
- Information regarding any business reorganization or change in ownership that happened during the year

#### Shareholder information

- Information about any shareholder owning 20% or more of the company's stock
- Information regarding the number of shares outstanding
- Information regarding any distributions of cash or property to shareholders

### Basic Business Return info:

#### Your previous year's federal, state, and/or local tax returns

- Total amount of quarterly tax payments you made, with dates
- Last year's Self-Select PIN (your IRS password). If you forget what it is, visit the IRS's Retrieve Your IP PIN page.

#### State and local payroll taxes paid

- All your employee and contractor-related tax forms
- You'll need to file a Form W-2 for each employee, to report any wages, tips, and other compensation you paid them during the tax year—make sure to get those together well ahead of tax time. If you withheld taxes from an employee's paycheck, you might also need to file Form 940 and Form 941.
- If your business paid \$600 or more to a contractor or professional (i.e. someone who worked for you or provided you with a service but is not an employee), you'll also need to file a Form 1099-MISC for each one.

#### An income statement, including cost of goods sold

- An income statement lists all of your revenue and expenses over a certain period, and helps you figure out how profitable your company is. "Cost of goods sold" refers to how much it cost you to produce and deliver all of the products or services you sold that year.

#### A trial balance

- A trial balance is a summary of all the business transactions your company made over the course of the year, organized by account type. Your bookkeeper can provide this for you.

#### Other financial statements

- Cashflow Statement
- Balance Sheet
- Profit and loss report

#### Information regarding NOLs

