

# 2020 Business Tax Organizer

**This is only for Corporations, LLCs with more 2 or more owners, and Partnerships. Please submit this completed organizer with your tax information. This will allow us to timely complete your return. Simply supplying your QuickBooks backup alone is not sufficient information. There are farm, rental, and other organizers on our website.**

**Please check off as completed:**

- Make your adjusting journal entries provided with your 2019 return if you have not already done so.
- 1/1/20 to 12/31/20 Profit and Loss Statement (or similar summary of income and expense)
- 12/31/20 Balance Sheet
- Backup copy of your QuickBooks (regular backup). **My password is:** \_\_\_\_\_
- Copies of year-end bank reconciliation(s) and bank statements.
- 12/31/20 Year-end balance of:
  - Business checking: \$ \_\_\_\_\_
  - Business savings: \$ \_\_\_\_\_
  - Cost of inventory on hand: \$ \_\_\_\_\_
  - Accounts receivable: \$ \_\_\_\_\_
  - Accounts payable: \$ \_\_\_\_\_
- How much was paid for health insurance for each owner during 2020? \_\_\_\_\_
- Did you file payroll reports? Yes / No
- 12/31/20 Year-end payroll balances (if we did not prepare your payroll):
  - Copy of your W3 and quarterly payroll reports
  - Unpaid Form 941 deposit: \$ \_\_\_\_\_
  - Unpaid state unempl. deposit: \$ \_\_\_\_\_
  - Unpaid federal unempl. deposit (940) \$ \_\_\_\_\_
  - Unpaid state withholding deposit: \$ \_\_\_\_\_
- Did you file sales tax reports? Yes / No
- 12/31 Unpaid sales tax: \$ \_\_\_\_\_
- Copies of any 2020 equipment purchases over \$2,500.
- For equipment sold or disposed of during 2020, provide the following:

Purchase Date	Date Sold	Description	Sales Price
			\$
			\$

- Copies of paperwork for any new bank loans obtained during 2020.
- Provide the following for each loan: (include new loans and paid off loans also)

Description	Balance as of 12/31/20	Interest Paid in 2020
	\$	\$
	\$	\$

- 2020 Business mileage for each business vehicle.

Vehicle	Business Miles Driven	Total Miles Driven

- List any business expense that you incurred personally, and were not reimbursed by the company.

Description	Amount
	\$
	\$

- Did you file 1099s? Yes / No
- Provide copies of any federal or state correspondences received during 2020.
- List by date, amount, and individual of any money put into the business by an owner.
- Did you have sales in another state or internet sales? Yes / No
- Amount of EIDL Grant or Loan \$ \_\_\_\_\_
- Amount of PPP Loan \$ \_\_\_\_\_ As of 12/31, Has it been forgiven? Yes / No