

1120 TAX RETURN ORGANIZER

(FOR INTERNAL USE ONLY BY THE BRUNTON, STRACHAN & KHAN CPA FIRM, CHARTERED)

TAX YEAR ENDED: Month _____ Year _____ **CURRENT DATE** _____

TO AVOID DELAY WITH YOUR RETURN PLEASE ANSWER ALL QUESTIONS AND PROVIDE COPIES OF ALL DOCUMENTS REQUESTED

CAUTION: A MINIMUM POTENTIAL PENALTY OF \$10,000 (\$25,000 FOR FORM 5472) PER FORM MAY APPLY IF AN FBAR, FORMS 5471 AND/OR 5472 AND/OR 8938 ARE REQUIRED AND ARE NOT TIMELY FILED

PART I – GENERAL INFORMATION

1. Name of corporation _____ Telephones: Home _____ Office _____
2. Address _____ Cell _____ Fax _____
 _____ Email _____
3. U.S. Taxpayer Identification Number (Employer Identification Number) _____
4. State of incorporation _____ Date of incorporation _____
5. Name and address of individual to whom return is to be sent _____

6. Name and address of individual to whom you would like an additional copy of the return to be sent _____

7. Has the corporation ever filed a U.S. tax return? Yes / No _____. Please attach a copy unless it was prepared by us.
8. Have financial statements been prepared for the corporation for the current tax year? Yes / No _____
 If "Yes", please attach a copy.
 If "No", has a "trial balance" been prepared for the corporation?
 If you are not intending to have either financial statements or a "trial balance" prepared please provide us with the details of all the corporation's transactions for the tax year.
9. At any time during the year, did the corporation own:
 - a) Any entity that was a "disregarded entity"? Yes / No _____
 - b) At least 10% directly or indirectly in any foreign partnership? Yes / No _____
 - c) At least 10% directly or indirectly in any foreign corporation? Yes / No _____
 If "Yes", please provide details.
10. At the end of the year, did the corporation itself own directly 20% or more of:
 - a) The voting power of any foreign or domestic corporation? Yes / No _____
 - b) An interest in any foreign or domestic partnership? Yes / No _____
 - c) An interest in any foreign or domestic trust? Yes / No _____
 - d) An interest in any disregarded entity? Yes / No _____
 If "Yes", please provide details.
11. At the end of the year, did the corporation itself own directly or indirectly 50% or more of:
 - a) The voting power of any foreign or domestic corporation? Yes / No _____
 - b) An interest in any foreign or domestic partnership? Yes / No _____
 - c) An interest in any foreign or domestic trust? Yes / No _____
 - d) An interest in any disregarded entity? Yes / No _____
 If "Yes", please provide details.
12. At any time during the year, did any one individual, corporation, partnership, trust or estate directly, indirectly or by attribution own at least 25% of the voting power of the corporation's stock or 25% of the value of the corporation's stock? Yes / No _____
 If "Yes", please provide details.
13. Did any individual (or corporation, partnership, trust or association) own directly or indirectly 50% or more of the corporation's voting stock or equity at year end? If "Yes", please list: Yes / No _____
 Name _____ Identification Number _____
 Type of Entity _____ % owned _____
14. Did any person or entity own directly or indirectly 25% or more of the stock or equity of the corporation at any time during the year? Yes / No _____
 If "Yes", please list the names, addresses and percentages of each: _____
15. Please list the name, address, and U.S. Tax ID of all shareholders. Describe the terms of each class of shares that have been issued. List the number of shares of each class of shares owned by each shareholder. Describe the relationship between all shareholders. Please list all of the above for any corporate shareholder(s).
16. Please attach copies of any of the following that were not previously provided to us:
 - a) Articles of incorporation of the corporation,
 - b) Any mortgage documents, and
 - c) Deed and settlement statement (HUD-1) or closing disclosure from the purchase of all real estate owned by the corporation.
17. In/from what states does the corporation operate or receive income? _____
18. What is the nature of its operations in each state? _____
19. Does the corporation have a Registered Agent in the state(s) where it transacts business, as required by law? Yes / No _____
20. Is the corporation required to register to transact business in any state,
 - a) because of its own activities? Yes / No _____
 - b) because of the activities of any of the partnership interests it owns? Yes / No _____
 If "Yes", has the corporation obtained authorization(s) to transact business in the state(s)? Yes / No _____
21. Has the corporation filed all required State Corporate Annual Reports? Yes / No _____

Please complete reverse side also



PART II – INTERNATIONAL REPORTING REQUIREMENTS

22. Did the corporation have any transactions with related parties? Yes / No _____
 If “Yes”, please describe on a separate sheet. Penalties of US \$25,000 (per disclosure) may apply for failure to disclose them. (Examples include rent paid between the U.S. activity and a shareholder or family member of a shareholder, loans, or interest or fees accrued or paid between the U.S. activity and a shareholder or family member of a shareholder, and business transactions with a shareholder or family member of a shareholder. These are only a few examples.)
23. At any time during the year, did the corporation own, or have signing authority, over a bank account, securities account or other financial account outside the United States? Yes / No _____
 If “Yes”, please complete the “FBAR and Form 8938 organizer”. A potential penalty of \$10,000 may apply for non-disclosure.

PART III – INCOME EARNED

24. Did the corporation conduct business in, or earn or receive any income outside the United States? Yes / No _____
 If “Yes”, please attach a statement describing the nature and location(s) of the business and activity, listing the income and expenses for the year, assets purchased, and information about any office premises, and the employees and/or contractors who performed the work.
25. Did the corporation earn or receive business income in the United States during the year? Yes / No _____
 If “Yes”, please attach a statement describing the nature of the business, the income and expenses for the year, assets purchased and information about U.S. office premises and U.S. agents.
26. Did the corporation earn or receive any rental income from real estate? Yes / No _____
 Did the corporation sell any real estate during the year? Yes / No _____
 If “Yes” to either question, please call our office to request the appropriate real estate organizer.
27. Did the corporation earn or receive any other income from U.S. or non-U.S. (foreign) sources? Yes / No _____
 If “Yes”, please explain, including the payor and amount. _____

PART IV – OTHER

28. During the calendar year did the corporation pay expenses aggregating US \$600 or more to any individual, unincorporated business, or attorney? If “Yes”, please provide details on a separate sheet. Yes / No _____
29. Was all required state and local sales tax paid? Yes / No _____
 If “No”, please explain.
30. During the calendar year did the corporation pay U.S. expenses aggregating US \$600 or more to any individual, unincorporated business, or attorney? Yes / No _____
 If “Yes”, please provide details _____
 If “Yes”, did the corporation file Form 1099-MISC and/or 1099-NEC for the above U.S. expenses? Yes / No _____
31. Provide details of charitable contributions and casualty or theft losses in the U.S.
32. Do you intend to sell the corporation or its assets in the near future? Yes / No _____
 Do you have intentions of closing the corporation in the near future? Yes / No _____
 If “Yes”, please contact our office.
33. Did you receive any COVID related relief? (For example: an EIDL grant or an EIDL or PPP loan) Yes / No _____
 If “Yes”, please explain.
34. **Have you answered all questions & supplied all documents requested on this questionnaire?** Yes / No _____
If “No” please explain, otherwise your tax return may be delayed and/or the fee may be increased because of the extra time required. _____

Signed _____

PLEASE RETURN TO: THE BRUNTON, STRACHAN & KHAN CPA FIRM, CHARTERED
 4710 NW BOCA RATON BLVD, #101, BOCA RATON, FL 33431

Tel: (561) 241-9991 Fax: (561) 241-6332 Email: tax@taxintl.cpa Website: www.taxintl.cpa

Please include a US \$1,500 retainer payable to “The Brunton, Strachan & Khan CPA Firm” with this organizer.

If you wish, retainers can be paid online with a credit card or eCheck. Please go to our website, www.taxintl.cpa and scroll down to “Make Payment” on the lower right side, or call our office to make a credit card payment over the phone.