


801-756-1110 OFFICE
801-492-1335 FAX

**TAXPROS**
"The Tax Savers"
P.O. BOX 127
AMERICAN FORK, UT 84003

9:00 - 6:00 Mon-Sat
taxpros1040@hotmail.com

☞ **This is your CORPORATE TAX ORGANIZER for 2008** ☜

**Our office has moved! Our new office address is
618 East 875 North in American Fork.**

Please do not mail or drop off returns to our Alpine address!

Please enter your 2008 information in the spaces provided and include all forms such as profit and loss schedules, balance sheets, 1099s, etc. Details at the key to fast preparation and accurate filing. Incomplete information will delay the preparation of your tax return. All fields with a * are required to be completed with your information. **Please be sure to include your daytime telephone numbers so we may contact you if additional information is needed.** Our privacy policy ensures that all information is confidential. We never release information without your consent.

All tax return preparation fees must be pre-paid. Returns will be released only after payment is received. Please complete payment section, Section H, in your tax organizer with your Visa or MasterCard information or include a check and return it with your tax information.

Remember, there is a \$20.00 discount if you mail your information to us. Fees for clients who request an appointment with a tax preparer will not include this discount.

We appreciate your business and are here to serve you. We hope you had a great holiday season and we wish you a successful New Year in 2009!

Thanks again,
Janeen Ledkins & Clyde Roper

2008 CORPORATION & PARTNERSHIP RETURNS

✓	FINANCIAL / LIFE CHANGE IN 2008	WHERE TO FILL IN INFORMATION
	Does the company file on a full calendar year or fiscal year?	Section A
	Is this the company's initial return?	Section A, include article or acceptance letter
	Is this the company's final return?	Section A
	Has the company's name or Federal ID # changed?	Section A
	Did you receive correspondence from the IRS or State Tax Agency?	Please include all letters.
	Does the company have rental property?	Section D
	Did the company sell stock during the year?	Section G, include all 1099-Bs.

REMEMBER - Send all information to **TAX PROS, P.O. BOX 127, AMERICAN FORK, UT 84003**

CORPORATE INCOME TAX DATA – 2008

★ SECTION A

Company Name: _____ Federal EIN # _____
 Phone # () _____ Name Change? YES / NO
 Address: _____ City _____ State _____ Zip _____
 E-mail: _____
 Is your company a: C-Corporation S-Corporation LLC / Partnership
 Date company formed: _____ Initial Return? YES / NO
 Date S-Corp election filed: _____ Final Return? YES / NO
 Principal Activity: _____ Cash or Accrual Method?
 * If your company is a S-Corp, please provide a copy of form 2553 Election by a Small Business Corporation

★ SECTION B

SHAREHOLDER / PARTNER INFORMATION

* LLCs are considered partnerships by the IRS, they must have at least two partners.

FIRST NAME	LAST NAME	SOCIAL SECURITY #	ADDRESS	%
1				
2				
3				
4				

★ SECTION C

INCOME AND EXPENSE (Please send original 1099s)

GROSS RECEIPTS OR SALES (TOTAL INCOME):

Cost of Goods Sold:	New Asset / Equipment (if multiple items, please list separately)	Cost \$
Cost of merchandise purchased	Date purchased:	
Cost of Labor (Subcontractors) (1099s)	Postage & Delivery	\$
Salary & Wages (W-2s)	Printing & Reproduction	\$
Materials & supplies	Professional Fees	\$
Other costs	Rent or Lease :machinery / equipment	\$
Inventory at end of year	Rent or Lease: other business property	\$
OTHER EXPENSES:	Repairs or Maintenance	\$
Advertising	Telephone	\$
Bank Charges	Travel	\$
Bond Expense	Uniforms	\$
Cleaning	Utilities (Business related)	\$
Dues & Subscriptions	Other Business expenses	\$
Employee Benefit Programs	Other Business expenses	\$
Insurance	Other Business expenses	\$
Interest Expense	VEHICLE EXPENSE:	\$
Truck or other interest (Business related)	Vehicle Expenses (oil, gas, repair, etc.)	\$
Meals & Entertainment	Vehicle Mileage (if multiple vehicles, please list mileage separately)	
Legal & Professional Fees	Business mileage	#
Licenses & Permits	Personal mileage	#
Office Expense	Total mileage	#

★ SECTION D

BALANCE SHEET INFORMATION

ASSETS:		
Cash	Other Current Assets	\$
Accounts Receivable	Loans to Shareholders	\$
Inventories		

LIABILITIES:

Accounts Payable	Other Current liabilities	\$
Loans Payable in less than 1 year	Loans payable in more than 1 year	\$
Loans from Shareholders		\$

