



Donahue Accounting Consultants, PLLC
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Organizer for Corporations & Partnerships

Instructions: Fill out the informational questions below and **send us a printed copy of your end of year income statement and balance sheet reports** from your corporate accounting software.

Name _____

Address _____

Federal EIN _____ State EIN _____

State Sales Tax # _____

Business Activity _____

Product or service _____

Circle one: S-corp C-corp Partnership

Date of Incorporation _____

Date of S-corp election _____

Has this corporation ever changed its subchapter election (C to S, or S to C) ? Yes No

Does this corporation own 50% or more of the voting stock of another corporation?

Is this corporation a subsidiary in an affiliated group?

Does any individual or entity own 50% or more of this corporation's stock?

Did this corporation declare and pay a dividend this year?

Did this corporation distribute any property to shareholders?

Did this corporation own shares of any controlled foreign corporations?

Did this corporation have an interest in a foreign financial account?

Did this corporation receive a distribution from or transfer a distribution to a foreign trust?

Did a foreign person own 25% of this corporation?

Number of shares outstanding _____

List each shareholder:

Shareholder	Address	# of shares	SS#

OTHER CORPORATION INCOME:

Dividends _____ Dividends from 20%-or-more owned corporations _____
 Interest _____ Tax exempt interest _____ Rents _____
 Royalties _____ Other income (attach schedule).

ASSETS PURCHASED FOR USE IN YOUR BUSINESS

Asset	Price	Month / Year	% bus use
	\$ _____		
	\$ _____		
	\$ _____		
	\$ _____		
	\$ _____		

Additional assets - list on back.

ESTIMATED TAX PAYMENTS

Quarter Date Amount

1 _____ 2 _____
 3 _____ 4 _____

Payments made with extension _____

BALANCE SHEET ITEMS

List amounts as of the end of your tax year

Cash on hand _____	Accounts receivable _____
US Government obligations _____	Tax exempt securities _____
Mortgage and real estate loans _____	Other investments (attach schedule)
Accounts payable _____	Debt due in less than 1 year _____
Other liabilities (attach schedule)	

Was any additional money invested in (not loaned to) the business during the tax year? YES NO