



## Rose Tax & Financial

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Welcome! We're looking forward to working with you on your corporate or partnership tax return.

Debra Lemons, CPA will be preparing your business tax return, so please whitelist the following email address so we don't have any problem reaching you: [debra@rosetaxandfinancial.com](mailto:debra@rosetaxandfinancial.com).

The form in this packet will tell us everything we need to know to put your return together efficiently. We would also like a balance sheet from anyone that has one.

You can send your documents to us by:

1. Mail: Make photocopies of the corporate worksheet (and balance sheet if you're sending one). These will not be returned to you unless you check the box on the New Client Form: "receive printed copies". We put secure digital copies of everything in the portal for you to access year-round and keep them behind a firewall, or
2. Scan the corporate worksheet and anything else you're sending into **1 PDF** and email it or upload it to our secure portal. Just call us with your EIN if you would like a portal window opened for you.

If you want to send things digitally, but don't know how to scan everything into 1 or 2 PDFs we'd love for you to fax them! If you don't have a fax use a UPS store, Fedex, or office supply shop.

**Please keep an eye on your email!** We will email to:

1. Confirm receipt of your documents,
2. Ask questions or ask for missing documents as we work on your return
3. Notify you of completion – give you instructions to pay your invoice, tell you your refund or liability amount, ask if you want to schedule a review with your preparer, and give you instructions to e-sign your tax return.

**Please do not send:**

- Receipts or Spreadsheets. Just fill out our worksheets with your totals. We don't want to look through your monthly summaries or spreadsheets of any kind. ☺ If there is an amount we would like more detail on we may ask for a breakdown of the category, but don't provide itemized lists of category totals up front. Thanks!
- Checkbooks, or any originals you would need as part of your records

Call or email if you need any help. Thank you for using Rose Tax & Financial.

*Jenya Rose, Tim Walsh, Debra Lemons*

## S-Corporation Worksheet

Do your best to fill this out. If you're not sure where something goes note it and we will address it with you.

### SECTION 1: If we filed your Corp last year and none of the basics have changed skip to Section 2

**Legal Name of Corporation:** \_\_\_\_\_

EIN: \_\_\_\_\_ S-Corp address: \_\_\_\_\_

S-Corp Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal Business Activity, product, or service: \_\_\_\_\_

Date incorporated: \_\_\_\_\_ Date closed if applicable: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

Accounting method: ☐ Cash, ☐ Accrual Does it operate on a Calendar Year or fiscal? Fiscal year: \_\_\_\_\_

### **Principal Shareholders Ownership Information:**

Name/Title	SSN or EIN	Address	Ownership %	Shareholder Stock Basis	US Citizen?
				\$	
				\$	
				\$	

How many shareholders were there on the last day of the year? \_\_\_\_\_

### **Shareholders who are officers or 2% or more owners during the year:**

Shareholder Name	Wages Paid	Health Insurance premiums paid	Capital Contribution from shareholder	Distributions from shareholder	Shareholder loans to corporation	Loans repaid by corp to shareholder

### SECTION 2 – Please answer all in this section (if any are skipped they will be assumed No)

- ☐ Yes ☐ No Was an annual meeting held with shareholders and a record of minutes maintained? (this is REQUIRED)
- ☐ Yes ☐ No Was the corporation a C corporation before it elected to be an S corporation?
- ☐ Yes ☐ No Is any shareholder in the corporation a disregarded entity, partnership, trust, S corporation, or an estate?
- ☐ Yes ☐ No Did the corporation own directly 20% or more, or own, directly or indirectly, 50% or more of the total stock issued and outstanding of any foreign or domestic corporation?
- ☐ Yes ☐ No Did the corporation own directly an interest of 20% or more, or own, directly or indirectly, an interest of 50% or more in the profit, loss, or capital in any foreign or domestic partnership or in the beneficial interest of a trust?
- ☐ Yes ☐ No Did the corporation have any outstanding shares of restricted stock at the end of the tax year?
- ☐ Yes ☐ No Did the corp have any outstanding stock options, warrants, or similar instruments at the end of the tax year?
- ☐ Yes ☐ No Was any non-shareholder debt cancelled, forgiven, or had terms modified to reduce amount of principal?
- ☐ Yes ☐ No Was the corporation's S election terminated or revoked during the year?
- ☐ Yes ☐ No At any time during the year, did the corporation have an interest in, or signature authority over a financial account in a foreign country? If yes, which country? \_\_\_\_\_, Account value & type: \_\_\_\_\_
- ☐ Yes ☐ No Was there a distribution of property or a transfer (by sale or death) of a shareholder interest during the year?
- ☐ Yes ☐ No The corporation total assets at the end of the tax year were more than **\$250,000**. (In this case we will need to enter a balance sheet into your return. Please include it with your documents or ask us for a referral to a bookkeeper.)
- ☐ Yes ☐ No Did the corp pay \$600 or more of nonemployee compensation to anyone? If yes, include 1099-NECs.
- ☐ Yes ☐ No Did the corporation have a Paycheck Protection Program (PPP) loan that was forgiven in 2022?

### SECTION 3: Income and Expenses

S-Corporation INCOME	
Gross Receipts:	
Refunds you issued:	
Income from interest, dividends, capital gains (include 1099s received)	
<b>COGS Cost of Goods Sold. (Only use this section if you sell product)</b>	
Opening Inventory (wholesale value of inventory on 1/1 - the 1st year it is 0)	
Inventory Purchases	
Materials & Supplies related to your inventory	
Ending Inventory (wholesale value of inventory on 12/31)	
<b>BUSINESS AUTO MILEAGE (only deductible if you kept track of your mileage)</b>	
Make & Model of Auto:	
Date you began using it for business:	
Business Miles driven January-June:	
Business Miles driven July-December:	
Personal Miles driven this year – (REQUIRED):	
Interest paid on auto loan this year:	\$
<b>BUSINESS TRAVEL EXPENSE</b>	
Airfare	
Lodging	
Meals away from home (if using per diem rate enclose list of cities and how many nights there)	
Bus, train, taxi, parking, tolls	
<b>BUSINESS EXPENSES</b>	
Accounting	
Advertising (Website, Business cards, Marketing, etc.)	
Bank Charges	
Cell Phone bill for the year	
Cell Phone – what % was business:	%
Charitable Donations made by corp	

Commissions & fees you paid	
Consulting	
Credit/Collection costs	
Delivery	
Discounts	
Dues, memberships, subscriptions	
Education and training	
Employee Benefits	
Entertainment	
Equipment rental/lease	
Freight	
Fuel	
Gifts	
Independent Contractors (issue 1099-NEC to anyone you paid >\$600)	
Insurance - general	
Insurance – Building/ Equipment	
Insurance - Liability	
Insurance – Worker’s Comp	
Insurance - other	
Interest expense Internet	
Internet	
Janitorial	
Laundry/Cleaning	
Legal & Professional	
Marketing	
Meals with potential clients	
Meetings	
Office expense	
Officer wages – non-shareholders	
Officer wages - shareholders	
Wages to non-shareholders	
Wages to shareholders (not officer)	
Parking fees & tolls	

Payroll processing expenses	
Pension, profit sharing, other plans	
Permits & Fees	
Postage/shipping	
Printing	
Recruiting	
Rents	
Repairs & Maintenance	
Sales	
Security	

Software	
Supplies	
Taxes & Licenses	
Telephone (not cell)	
Tools	
Uniforms	
Utilities	
Waste Removal	

### **Depreciable items:**

#### **Equipment purchased during the year:**

Asset/item name	Date purchased	Cost	Date placed in service	New or used

If you have more large purchases list on a separate sheet.

#### **Equipment sold or disposed of during the year:**

Asset/item name	Date purchased	Cost	Date placed in service	New or used

**Use this space (and/or a separate sheet) to tell or ask us anything:**

#### **S Corporation Business Credits *(if Yes for any of the below, please provide details)***

- ☐ Yes ☐ No Did the corporation pay expenses to make it accessible by individuals with disabilities?  
☐ Yes ☐ No Did the corporation pay any FICA on employee wages for tips above minimum wage?  
☐ Yes ☐ No Did the corp own any residential rental buildings providing qualified low-income housing?  
☐ Yes ☐ No Did the corporation incur any research and experimental expenditures during the tax year?  
☐ Yes ☐ No Did the corporation have employer pension plan start-up costs? Total number of employees  
☐ Yes ☐ No Did the corporation pay health insurance premiums for employees? Total number