

FLIGHTAX

An H&R Block Company

Corporation, LLC & Partnership Organizer

Welcome to the Corporate Organizer for the **2009** tax year. Please make sure this Organizer is complete and all requested material is provided. Only complete the sections that apply to your tax situation. It is important that you answer all questions asked and if a new client, provide proof of filing and S-Corp election. If you do not know your type of entity, you can contact your state secretary's office for clarification. Please don't hesitate to call if you would like assistance or have any questions.

Due Date for C and S Corporate Returns – March 15

Due Date for Partnership Returns – April 15

Due Date for LLC Returns – April 15 (unless treated as S Corp – March 15)

IMPORTANT NOTE: If S Corporation, Partnership, and LLC tax returns are not filed timely; there is a penalty for late filing of **\$89 per shareholder/partner per month for up to twelve months (a maximum penalty of \$1,068 per shareholder/partner)**. This applies to dormant as well as active businesses. Accordingly, S Corporation tax returns must be filed by March 15th, or an extension filed by March 15th and the tax return filed by September 15th. Partnership/LLC tax returns must be filed by April 15th, or an extension filed by April 15th and the tax return filed by September 15th.

Corporate Data (Please Print)

Corporation Name				
Federal ID #				
Address				
City	State	Zip		
Phone #	County			
Fax #	Website			
Email Address	Contact Person			

Important Questions

Please Answer All Questions.

Did Flightax prepare your corporate return last year? If no, include a copy of the 2008 return.	Yes	No
What was the date of incorporation?	-	-
What state was the corporation/partnership incorporated/formed?		
If you are an S Corporation, did you file your S Corp election certification?	Yes	No
If yes, what was the date of your S Corp election? (include copy of 2553)	-	-
How many shareholders does your corporation have? (enter detailed shareholder information on next page)		
Total number of shares issued by corporation?		shares
Are you registering a name change with your corporate filing?	Yes	No
Is the address used on this years return different than last year?	Yes	No
Is this a final return for this corporation?	Yes	No
If this is the final return, have you filed the papers of dissolution?	Yes	No
If you are on a fiscal year, what is the date of your year end?	-	-
Do you have a pension or retirement plan for the employees of the corporation?	Yes	No
What type of accounting are you using?	Cash	Accrual
Type of Business		

Enter a brief description of your business services or product:

Business Type

C Corporation (1120)

Partnership (1065)

S Corporation (1120S)

Limited Liability Corporation

Corporate Officers

President		Secretary	
Vice President		Treasurer	

NOTE: Please complete Shareholder information below for all officers and shareholders.

Loans/Capital Contributions from Shareholder to Corporation

Shareholder Name	Date	Amount
	/ /	\$
	/ /	\$
	/ /	\$
	/ /	\$

Loan Pay Back/Distributions to Shareholder from Corporation

Shareholder Name	Date	Amount
	/ /	\$
	/ /	\$
	/ /	\$
	/ /	\$
	/ /	\$

Note: Shareholder Loans need to be in the form of a written agreement between the Corporation and the Shareholder. This agreement must include the terms of the note including an interest rate in excess of the Applicable Federal Rate. Loan payments for interest are strongly recommended to avoid imputed interest issues.

Shareholder Information

Please list all shareholders or partners below – be sure to include their % of ownership and Social Security numbers.

Name				
Address				
City	State		Zip	
Email	Phone			
Social Security #	% of Ownership			

Name				
Address				
City	State		Zip	
Email	Phone			
Social Security #	% of Ownership			

Name				
Address				
City	State		Zip	
Email	Phone			
Social Security #	% of Ownership			

Name				
Address				
City	State		Zip	
Email	Phone			
Social Security #	% of Ownership			

Name				
Address				
City	State		Zip	
Email	Phone			
Social Security #	% of Ownership			

Income

Gross receipts or sales	\$	Less included returns and allowances	\$
Gross Rents	\$	Interest (include 1099)	\$
Gross Royalties	\$	Dividends (include 1099)	\$
Gain, if any from 4684, Line 39			\$
Gain, if any from 4684 Lines 31 and 38a			\$
Ordinary gain from installment sales – form 6252 line 25 or 36			\$
Recapture of 179 expense deduction			\$

Costs of Goods Sold/Inventory

If you purchase goods to have available for resale or you manufacture goods for resale in your business, you may carry an inventory. Beginning inventory should be the same as ending inventory for the previous tax year. Please include, in the cost of inventory purchased during the year, only the cost of materials and supplies which became a part of the product which you sell. All other materials and supplies related to your business should be listed separately in the categories below.

Inventory at beginning of year. If different from last year's closing inventory, attach explanation.	\$
Inventory purchased during the year - less cost of items withdrawn for personal use.	\$
Inventory at the end of the year.	\$

General Expenses

Accounting Fees	\$	Legal Fees	\$
Advertising	\$	License Fees	\$
Bank Charges/Fees	\$	Maintenance	\$
Contract Labor	\$	Office Supplies	\$
Commissions and Fees	\$	Postage, Shipping & Overnight Delivery Expenses	\$
Copying Expenses	\$	Professional Fees	\$
Credit and Collections	\$	Rent	\$
Dues & Subscriptions	\$	Repairs & Maintenance	\$
Employee Benefits	\$	Security Costs	\$
Equipment Rental	\$	Supplies	\$
Employee Health Insurance	\$	Telephone	\$
Insurance - Other	\$	Uniform Expenses	\$
Interest - Mortgage	\$	Other Int.	\$
Interest - Mortgage	\$	Utilities	\$
Internet Fees	\$	Website – Creation & Maintenance	\$

Payroll Expenses

Salaries & Wages - Officers	\$	Payroll Tax	\$
Salaries & Wages - Employees	\$	Other	\$

Tax

Sales Tax	\$	Real Estate	\$
Vehicle	\$	Business Property/Inventory Tax Paid	\$

Home Office

Home office expenses are not permitted for corporations and partnerships. If you have questions on this issue, please contact our office.

Vehicle Expense

Vehicle Description	Owned by Business?		Total Miles	Business Miles	Reimbursed	
	Yes	No			Yes	No
	Yes	No			Yes	No
	Yes	No			Yes	No
	Yes	No			Yes	No

Use of personal vehicle for company must be reimbursed by the company. Employee/owners can NOT take a mileage deduction on their personal tax return. Expense reports should be submitted to the corporation for reimbursement at the federal rate - \$.55 per mile for 2009. Note: Unreimbursed personal use mileage by a company car must be added to officer/employee's W-2.

Meals & Entertainment

Total Meals – Outside of Office	\$	Entertainment Expense	\$
Total Meals – In Office	\$	Hotel Expense	\$
Rental Car	\$	Travel - Other	\$

Rental Income & Expense*

Use yearly totals below! Send last year's tax return with this organizer if Flightax did not prepare your return. If you own only a portion of the property or only a portion is rented out, please include only the amounts that apply.

Property	Date First Used as Rental	Purchase Price	Ownership %	Type of Property	Street	City	State
1	/ /	\$	%				
2	/ /	\$	%				
3	/ /	\$	%				

Property	1	2	3		1	2	3
Rent Received	\$	\$	\$	Interest	\$	\$	\$
Advertising	\$	\$	\$	Repairs	\$	\$	\$
Travel Expense	\$	\$	\$	Supplies	\$	\$	\$
Business Miles	mi	mi	mi	Taxes	\$	\$	\$
Cleaning	\$	\$	\$	Utilities	\$	\$	\$
Commissions	\$	\$	\$	Telephone	\$	\$	\$
Insurance	\$	\$	\$	Condo/Maint Fees	\$	\$	\$
Legal/Prof. Fee	\$	\$	\$	Lawn Care	\$	\$	\$
Mgmt. Fees	\$	\$	\$	Bank Fees	\$	\$	\$

Vehicle Expense – Please answer ALL questions below! The IRS requires written evidence of business miles to qualify for the deduction!

Type & Year of Vehicle:			
Miles Driven for Rental Activity	mi	Do you have evidence to support the deduction? Yes or No	
Date First Used for Rental Activity:	/ /	Is this evidence written? Yes or No	
If you had rental car expenses (rental fee and gas), please total them here and do not include the mileage above!			\$

Important Questions	Property 1	Property 2	Property 3
Enter the number of months that this property was rented this year.			
Enter the number of months that this property was available for rent this year.			
List the number of days each property was used for personal use.			
Did you actively participate in the management of this property?			
Did you pay anyone a fee to manage this property for you this year?			
If yes, did you maintain a log of the number of hours that you personally worked on this property during year?			
Is the average rental period/lease for this property 7 days or less?			

List of Major Improvements (do not include minor maintenance or repair items)	Date of Improvement	Property 1, 2 or 3	Cost
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$

Sale of Rental Property:			
What was the date of the sale?	/ /	What was the date of purchase?	/ /

Note: We need a copy of your Settlement/Closing Statement for both the purchase and the sale of the property. In addition, New Clients should send prior years tax returns where the property was claimed as a rental.

Rental Comments and Other Expenses:

REMEMBER! Keep rental records separate from your personal expenses! Use a credit card just for your rental property expenses – this will help you with your receipt and record keeping!

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1	/ /	\$	%				
2	/ /	\$	%				
3	/ /	\$	%				

Property	1	2	3		1	2	3
Rent Received	\$	\$	\$	Interest	\$	\$	\$
Advertising	\$	\$	\$	Repairs	\$	\$	\$
Travel Expense	\$	\$	\$	Supplies	\$	\$	\$
Business Miles	mi	mi	mi	Taxes	\$	\$	\$
Cleaning	\$	\$	\$	Utilities	\$	\$	\$
Commissions	\$	\$	\$	Telephone	\$	\$	\$
Insurance	\$	\$	\$	Condo/Maint Fees	\$	\$	\$
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If yes, did you maintain a log of the number of hours that you personally worked on this property during year?			
Is the average rental period/lease for this property 7 days or less?			

List of Major Improvements (do not include minor maintenance or repair items)	Date of Improvement	Property 1, 2 or 3	Cost
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$

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Property	Date First Used as Rental	Purchase Price	Ownership %	Type of Property	Street	Address	City	State
4	/ /	\$	%					
5	/ /	\$	%					
6	/ /	\$	%					

Property	4	5	6		4	5	6
Rent Received	\$	\$	\$	Interest	\$	\$	\$
Advertising	\$	\$	\$	Repairs	\$	\$	\$
Travel Expense	\$	\$	\$	Supplies	\$	\$	\$
Business Miles	mi	mi	mi	Taxes	\$	\$	\$
Cleaning	\$	\$	\$	Utilities	\$	\$	\$
Commissions	\$	\$	\$	Telephone	\$	\$	\$
Insurance	\$	\$	\$	Condo/Maint Fees	\$	\$	\$
Legal/Prof. Fee	\$	\$	\$	Lawn Care	\$	\$	\$
Mgmt. Fees	\$	\$	\$	Bank Fees	\$	\$	\$

Vehicle Expense – Please answer ALL questions below! The IRS requires written evidence of business miles to qualify for the deduction!

Type & Year of Vehicle:			
Miles Driven for Rental Activity	mi	Do you have evidence to support the deduction? Yes or No	
Date First Used for Rental Activity:	/ /	Is this evidence written? Yes or No	
If you had rental car expenses (rental fee and gas), please total them here and do not include the mileage above!			\$

Important Questions	Property 4	Property 5	Property 6
Enter the number of months that this property was rented this year.			
Enter the number of months that this property was available for rent this year.			
List the number of days each property was used for personal use.			
Did you actively participate in the management of this property?			
Did you pay anyone a fee to manage this property for you this year?			
If yes, did you maintain a log of the number of hours that you personally worked on this property during year?			
Is the average rental period/lease for this property 7 days or less?			

List of Major Improvements (do not include minor maintenance or repair items)	Date of Improvement	Property 4, 5 or 6	Cost
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$
	/ /		\$

Sale of Rental Property:			
What was the date of the sale?	/ /	What was the date of purchase?	/ /

Note: We need a copy of your Settlement/Closing Statement for both the purchase and the sale of the property. In addition, New Clients should send prior years tax returns where the property was claimed as a rental.

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Do you want your return filed electronically?

No Additional Fee for This Service!

Yes, electronically file my Corporate Return. Some Returns will NOT be able to be electronically filed.

What you need to do: (yes... it's free)

1. We will fax you a signature form for e-filing.
2. **Not available after October 15th 2010.**

No, I do not want to electronically file my return.

What you need to do:

1. When you receive your information back from us, sign the corporate & state tax returns.
2. Mail them in the appropriate envelopes (they will be included with your returns).

Pricing Information

All returns must be received by March 1st for possible completion by March 15th.

Dormant Corporations – no activity, filing for information purposes only	\$150.00
S Corp and Partnership Return	\$250.00
C Corporation Return	\$350.00
Dormant Corporation State Return	\$30.00
S Corp and Partnership State Return	\$50.00
C Corporation State Return	\$100.00
Rental Property	\$70.00 Per Property
2553 S Corp Election Form	\$50.00

Additional fees may apply depending on complexity of return.

How are you paying for your preparation fee?

All preparation and related fees must be paid prior to completion of return.

Check or Money Order (make payable to Flightax)

\$25.00 charge for all returned checks

Credit/Debit Card Visa MasterCard Discover Security Code

Exp Date /

Name on card _____ Signature _____ Zip Code of Billing Address _____

All Clients MUST Sign Below For Return to be Processed!

I verify that the information provided in this Organizer is accurate and complete. I understand it is my responsibility to include any and all information concerning income, deductions and other information necessary for the preparation of my corporate tax return. The forms listed above are the most common forms used. Additional forms not listed may result in per form fees. Administrative fees will apply for more complex returns. I will be responsible for any collection fees due to nonpayment.

Officer Signature _____ Title _____ Date _____

Final Check List

- ____ Copy of Papers of Incorporation if new Client/Corporation.
- ____ Copy of Form 2553 S Election if new Client/Corporation.
- ____ Copy of last years return if new client.
- ____ Copy of P&L from Quickbooks or Accounting Software for Calendar year of Jan 1 to December 31 – or Fiscal Year.
- ____ Copy of Balance Sheet Report from Accounting Software for Calendar year of Jan 1 to December 31 – or Fiscal

Year.

- ____ **Signed Back Page!**
- ____ Payment Information.
- ____ **Completed Organizer!**

FLIGHTAX

An H&R Block Company

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