



GIG HARBOR TAX AND ACCOUNTING

GET WHAT YOU DESERVE, GET A TAX PROFESSIONAL ON YOUR SIDE!

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2021 Client Corporate Tax Organizer

2021 Client Corporate Tax Organizer and Business Questionnaire

Intake/Interview & Quality Review Sheet

As always, we have been staying current on the latest tax law changes so we can keep you informed on how these changes will affect your business. And it is our desire to help you identify where these changes will benefit and assist you in keeping your business compliant. This questionnaire is for our clients to make filing your federal tax return filing requirement an easier process for both our client and their tax preparer. It is important the your preparer is fully aware of the events that occurred over the last year so we need you to carefully complete all of the questions in this tax questionnaire and bring all documentation with you to your appointment.

We have created this in a fillable form format. You can download [Adobe Reader](#) (click the Adobe Reader link to find this software online) to use this fillable form if you do not currently have software on your computer to use this form. As you are working on the questionnaire position your curser over each field for additional instructions, if needed. If you are still unsure about a question in this questionnaire then mark it with a "?" in the note field each question so your tax preparer can review it with you. Some software does not allow you to save this form so be sure to print a copy before closing the form.

Thank you in advance, for taking the time to fill out the questionnaire and please let us know if you have any suggestions to make this an easier process next year.

Please answer all questions for Tax Year 2021 - Please return this completed questionnaire to: kelly@gigharbortaxandaccounting.com

1. Company Information									
1. Company Name				2. Telephone # () -		3. Tax Identification Number		4. Type of Corporation	
								S Corp ☐	C Corp ☐
5. Officer First Name	M.I.	Last name	Telephone # () -	Job Title	6. Type of Accounting Method: ☐ Cash ☐ Accrual ☐ Other:				
7. Company address				Suite #	City	State	ZIP code		
8. Your Email Address:				9. Is your corporation connected to a subsidiary or parent in a control group or affiliated with any other entity? ☐ No ☐ Yes, please explain:					
10. Do you want to allow me (the Tax Return Preparer) to discuss this return with the IRS as your Third Party Designee? ☐ Yes ☐ No									
11. Has your company name, address, phone number, tax identification number, or any other change occurred since last year's return? ☐ No ☐ Yes, please explain below:									

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Please answer all questions for Tax Year 2021.

2. Shareholder's Information

1. Name (first, last) of each shareholder	2. Shares owned	3. Title	4. Social Security Number, Individual Taxpayer Identification Number, or Tax Identification Number	5. US Citizen or US Entity? (yes/no)	6. Telephone Number	7. Street Address	City	State	Zip Code

If additional space for shareholders is needed check here ☐ and list answers on separate page.

8. Did all shareholder's materially participate in the company's operation in current year (see below for IRS Material Participation Definition)?

☐ Yes ☐ No

If "No", please list names of shareholder(s): _____

IRS Material Participation – Definition

1. The **taxpayer works 500 hours or more during the year** in the activity.
2. The **taxpayer does substantially all the work in the activity**.
3. The **taxpayer works more than 100 hours** in the activity during the year and **no one else works more than the taxpayer**.
4. The activity is a significant participation activity (SPA), **and the sum of SPAs in which the taxpayer works 100-500 hours exceeds 500 hours for the year**.
5. The **taxpayer materially participated in the activity in any 5 of the prior 10 years**.
6. The activity is a personal service activity and **the taxpayer materially participated in that activity in any 3 prior years**.
7. Based on all of the facts and circumstances, **the taxpayer participates in the activity on a regular, continuous, and substantial basis during such year**. However, this test only applies if the taxpayer works at least 100 hours in the activity, no one else works more hours than the taxpayer in the activity, and no one else receives compensation for managing the activity.

Yes	No	Unsure	Check appropriate box for each question in each section
			9. Did the company shareholders percentages change in the current year? If yes – Please provide a list with current year changes, dates of changes, and details of transaction (i.e. amounts received, etc.).
			10. Did any of the company shareholders contribute any capital to the company in the current year (property, debt, or cash)? If yes – Please provide details on contribution and description. ☐ If already shown in accounting records check here
			11. Did the company distribute to any shareholders any distributions in the current year (property, debt, or cash)? If yes – Please provide details on distribution and description. ☐ If already shown in accounting records check here
			12. Did the company pay any fringe benefits for any shareholders owning more than 2% this year? If yes – Please provide details of fringe benefits provided.
			13. Did the company properly include all required fringe benefits to the shareholder's wages this year? If no – Please provide details on fringe benefit not included below.

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Please answer all questions for Tax Year 2021.

Shareholder's Information (Continued)			
Yes	No	Unsure	Check appropriate box for each question in each section
			14. During the tax year, did the company or any of its shareholders have any debt that was cancelled, was forgiven, or had the terms modified so as to reduce the principal amount of the debt? If yes – Please provide details of debt that was cancelled, forgiven, or modified.
			15. Did the company purchase or pay for any insurance policies on any shareholders this year? If yes – Please provide details on the insurance contract for the shareholder and the policy owner(s) as well as the beneficiaries.
			16. At any time during the tax year, was any shareholder in the corporation a disregarded entity, a partnership, a trust, an S corporation, a C corporation, or an estate? If yes – Please provide us the names and type of entity of this (or these) shareholder(s).
			17. Did the company or its shareholders directly or indirectly own 20% or more of a domestic or foreign corporation, partnership, trust, or estate this year (either individually or as a group)? If yes – Please provide a list with tax identification number, type of entity, name of entity, and country established or of individual's citizenship.

3. Company Details

Yes	No	Unsure	Check appropriate box for each question in each section
			1. Did the company have any new investments, accounts, lines of credit, credit cards, or loans for this year? If yes – Please provide details along with the statement, promissory note, etc.
			2. Did the company issue any publicly offered debt instruments this year (a debt instrument that has an original issue discount when it is offered to the public)? If yes – Please provide details of transaction(s).
			3. Did the corporation pay any dividends in excess of the corporation's earnings and profits this year (Retained Earnings from a C Corporation)? If yes – Please provide details on the dividends paid.
			4. Did the company pay any fringe benefits for employees this year? If yes – Please provide details of fringe benefits provided.
			5. Did the company properly include all required fringe benefits to the employee's wages this year? If no – Please provide details on fringe benefit not included below.
			6. Did the company purchase or pay for any insurance policies on any employees this year? If yes – Please provide details on the insurance contract for the employee and the policy owner(s) as well as the beneficiaries.
			7. Did the company have any profit-sharing, pension plans, or any other deferred compensation plans this year? If yes – Please provide details on the profit-sharing, pension plan, or other deferred compensation plan for this year (include description, company policy, and how this is included in the company's general ledger for this year).
			8. Did the company pay any membership dues or meals and entertainment for a club organized primarily for pleasure, recreation, amusement, or other social purposes this year (i.e. Country Club Dues, Yacht Club Dues, Gym Membership)? If yes – Please provide details of what was paid along with transaction (include the amount and where this was included in the company's general ledger account).

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Please answer all questions for Tax Year 2021.

Company Details (Continued)			
Yes	No	Unsure	Check appropriate box for each question in each section
			9. Did the company receive any amounts from foreign sources this year (income or any other funds)? If yes – Please provide details of the transaction.
			10. At any time during this calendar year, did the company have an interest in or a signature or other authority over a financial account in a foreign country (bank account, securities account, or other financial account)? If yes – Please provide details of the account along with amounts, description, country, etc.
			11. At any time during the tax year, did the company receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If yes – Please provide details of the transaction.
			12. Did the company have any transactions or was it involved in or associated with any reportable transaction this year (see Reportable Transactions and Transactions of Interest - Definition below)? If yes – Please provide details of transaction.
			<u>Reportable Transactions and Transactions of Interest – Definition</u> Confidential Transactions - A transaction that is offered under the condition of confidentiality for a minimum fee of \$250,000 for corporations or partnerships and \$50,000 for all others. Transaction with Contractual Protection - A transaction that has contractual protection against bearing any tax consequences (i.e. right to a refund of fees or investments if the transaction's intended tax consequences do not occur). Loss Transactions – Corporations/Partnership - A loss of \$10 million or more in a single taxable year or a loss of \$20 million or more in any combination of taxable years. All Others - A loss of \$2 million or more in a single taxable year or a loss of \$4 million or more in any combination of taxable years. Foreign Currency Transactions - A loss of \$50,000 or more in any single taxable year for an individual or a trust.
			13. Did the company have any transactions or was it involved in or associated with any transaction of interest or listed transactions this year (see Transactions of Interest – Definition and Listed Transactions – Definition below)? If yes – Please provide details of transaction.
			<u>Transactions of Interest - Definition</u> Charitable Remainder Trust Sale ▪ Charitable Contribution of LLC Successor Membership ▪ Toggling Grantor Trust ▪ Domestic Partnership used to defer immediate taxation of Foreign Income <u>Listed Transactions - Definition</u> (FOR UPDATED LISTED TRANSACTION GO TO: https://www.irs.gov/businesses/corporations/listed-transactions) Backdated Retirement Plan Contributions ▪ Purported Multiple Employer Welfare Benefit Funds ▪ ASA Investorings Partnerships ▪ Short-term Charitable Remainder Trusts ▪ "BOSS" (Bonds-and-Option Sales Strategy) ▪ Fast-pay Stock Arrangements ▪ Bull & Bear Note Transactions ▪ Son of BOSS ▪ Improper Use of a Subsidiary to Satisfy Parent's Stock-based Compensation Obligations ▪ Guam Trusts ▪ Intermediary Transactions ▪ Abusive Section 351 Transfers Using Contingent, Unmatured Liabilities ▪ Foreign Leverage Investment Portfolio (FLIP) & Offshore Portfolio Investment Strategy (OPIS) ▪ Abusive Basis-shifting Devices Using Loan Assumption Agreements (CARDs) ▪ Abusive Notional Principal Contract ▪ Abusive Straddles ▪ Lease-in/Lease-out (LILo) Transactions ▪ Abusive ESOP/S Corporation Arrangements ▪ Abusive Offshore Employee Leasing Arrangements ▪ Abusive Collectively Bargained Welfare Benefit Funds ▪ Abusive Option Sales to Family Limited Partnerships (FLPs)/Related Parties ▪ Lease-stripping ▪ Contested Liability Acceleration Strategies (CLAS) ▪ Abusive Offsetting Foreign Currency Option Contract Transactions ▪ Abusive Roth IRA Transactions ▪ Abusive Use of ESOP/S Corporation Ownership ▪ Abusive Section 412(i) Plans with Excessive Life Insurance ▪ Abusive Foreign Tax Credit Transactions ▪ Abusive S Corporation Income Shifting Arrangements (SC2) ▪ Abusive Partnership Intercompany Financings ▪ Sale-in/Lease-out Arrangements ▪ Loss Importation Transactions ▪ Abusive Trust Arrangements Utilizing Cash Value Life Insurance Policies Purportedly to Provide Welfare Benefits ▪ Distressed Asset Trust Transactions Go to http://www.gigharbortaxandaccounting.com/ for more information about each of these Listed Transactions.
			14. If company did have reportable transactions, transaction of interest, or listed transactions did the company file Form 8886 this year? If no – Please describe why Form 8886 was not filed.

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Company Details (Continued) - S Corporations Only * These questions below do not apply for C Corporations unless Corporation is electing to become an S Corporation this year.			
Yes	No	Unsure	Check appropriate box for each question in each section
			15. Is the corporation electing to be an S Corporation beginning with this tax year (C Corporation electing to become an S Corporation)? If yes – Please provide a copy of your Form 2553 signed by all the corporation's shareholders authorizing this election.
			16. Was the corporation ever in a prior year a C Corporation? Please provide information on all assets with net unrealized built in gains from prior years.
			17. Did the corporation make any changes that revoked or terminated S corporation status this year? If yes – Please provide detail on how the Corporation's S corporation status was revoked or terminated this year.
			18. Did the corporation have any outstanding shares of restricted stock at the end of this tax year? If yes – Please provide total shares of restricted stock and total shares of non-restricted stock at the end of this year.
			19. Did the corporation have any outstanding stock options, warrants, or similar instruments at the end of this tax year? If yes – Please provide total shares outstanding and total shares if all instruments were executed at the end of this year.

End of S Corporation Only Questions – All Corporation please answer remaining questions.

4. Company Assets and Liabilities			
Yes	No	Unsure	Check appropriate box for each question in each section
			1. Did the company purchase any new assets this year? If yes – Please provide details on what new assets were purchased this year (include date, description of asset, and amount paid). ☐ If already shown in accounting records check here.
			2. Did the company improve, adapt, or restore any assets owned by the corporation this year? If yes – Please provide details on what was improved, adapted, or restored of this year. ☐ If already shown in accounting records check here.
			3. Did the company expense any amounts in repairs and maintenance or other expense account that improved, extended, adapted, or restore an asset this year? If yes – Please provide a list with details of what was done, the amount, and what account these amounts were recorded in the company's general ledger.
			4. Did the company sell or dispose of any assets this year? If yes – Please provide details on what was sold or disposed of this year. ☐ If already shown in accounting records check here.
			5. Did the corporation acquire any assets with a basis determined in the hands of a C corporation this year? If yes – Please provide details on what asset were acquired this year.
			6. Did the company's business asset usage drop below 50% for any company asset this year? If yes – Please provide details on what asset usage dropped below 50% this year.
			7. Does company have any debts or other liabilities that are owed to any officers, shareholders, or other closely related individual/entity within the company? If yes – Please describe the debt.
			8. Does the company have any debt or other liabilities that are loaned to the company without interest being charged on the loan? If yes – Please describe the debt.

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Please answer all questions for Tax Year 2021.

5. Company Inventory

Yes	No	Unsure	Check appropriate box for each question in each section
			1. Did the company maintain any inventory this year? If no – Skip remaining inventory questions and go to next section Company Income.
			2. Did the company count all inventories as of the last day of this year? If yes – Please provide ending balance on your inventory.
			3. Did the company write down any subnormal goods in inventory this year? If yes – Please provide details on method used to write down subnormal goods.
			4. Did the company make any changes in determining quantities, cost, or values between closing and opening inventory this year? If yes – Please provide details of changes.
5. What method did the company use to calculate the year-end inventory this year? ☐ Cost ☐ Lower of Cost or Market ☐ LIFO ☐ Other – Please describe details if not listed.			

6. Company Income

Yes	No	Unsure	Check appropriate box for each question in each section
			1. Did the company receive a Form 1099-K for this year? If yes – Please provide the Form 1099-K for this year.
			2. Did the company have any installment sale income for this year? If yes – Please provide details installment sale (include the asset sold, contract, etc.).
			3. Did the company make an election under IRC 108(i) to defer income from debt cancellation in a prior year? If yes – Please provide details of amount deferred what was included in prior year.
			4. Did the company have any long-term customer contracts this year (contracts that exceed one year)? If yes – Please provide details on the contract and the percent of completion on contract.
			5. Did the company receive any insurance reimbursements or payments this year? If yes – Please provide details on what the reimbursement or payment was for and if any replacement property was purchased.

7. Company Expenses

Yes	No	Unsure	Check appropriate box for each question in each section
			1. Did the company have auto mileage expenses for business miles driven this year? Auto mileage must be written and documented to be deductible.
			2. Did the company maintain a written log or ledger for business miles driven this year for auto mileage? If yes – Please provide beginning mileage, ending mileage, and business miles driven.
			3. Did you have any casualty or theft losses this year? If yes – Please describe.
			4. Did the company donate to any charitable organization this year? If yes – Please provide a copy of the receipt provided by the organization this year (We will need this to apply the proper charitable deduction allowed).
			5. Did the company pay for or donate to a lobbying organization this year? If yes – Please provide details of donation for this year.
			6. Did the company give gifts in excess of \$25 to any individual this year? If yes – Please provide details of each individual, the amount, and where the company included the transaction in the general ledger.

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Please answer all questions for Tax Year 2021.

Company Expenses (Continued)			
Yes	No	Unsure	Check appropriate box for each question in each section
			7. Did the company pay interest expense that was personal interest expense for a shareholder, officer, or employee of the company that needs to be reclassified this year? If yes – Please provide details.
			8. Did the company pay for any rent or lease expense that was actually used personally by an individual or another entity this year? If yes – Please provide details on amount paid, description, and what account the transaction appears in the company's general ledger.
			9. Did the company make any payments during this year that would require it to file Form(s) 1099? If yes, did the company file all required Form 1099's this year? ☐ Yes ☐ No
			10. Did the company pay any penalties to any local, state, or federal government entity this year? If yes – Please provide details on penalties paid (include amounts and what general ledger account these amounts were included in).
			11. Did the company pay for any cellular phone service to provide a cellular phone to any employee(s), officer(s), or shareholder(s) this year? If yes – Did employee, officer, or shareholder pay for a separate cellular phone for personal use this year? ☐ Yes ☐ No And – If employee, officer, or shareholder did not pay for a separate cellular phone for personal use this year was personal use accounted for and reimbursed back to the company this year? ☐ Yes ☐ No If no, what percentage was business use? _____ personal use? _____
			12. Did the company pay for any travel expenses that were for an individual that is a non-employee of the company this year? If yes – Please provide details on amounts and what general ledger account these amounts were included in.
			13. Did the company pay for any travel expenses that were for a non-business purpose this year? If yes – Please provide details on amounts and what general ledger account these amounts were included in.

8. Business Tax Credits

Yes	No	Unsure	Check appropriate box for each question in each section
			1. Did the company have any disabled access expenditures this year? If yes – Please provide details and these expenditures.
			2. Did the company have any childcare facility and resource and referral expenditures this year? If yes – Please provide details and these expenditures.
			3. Did the company conduct any research and/or development this year? If yes – Please provide details on these activities for this year.
			4. Did the company provide health care coverage to employees this year? If yes – Please go to our website or click here and complete the Health Care Coverage Credit Worksheet. We will need this information to figure the amount of your health care coverage credit.
			5. Did the company employ an individual of Native American descent living on or near an Indian Reservation this year? If yes – Please provide details about individual including tribe documentation.
			6. Did the company purchase any electric or energy efficient assets this year? If yes – Please provide details on electric or energy efficient assets purchased this year.
			7. Did the company have any startup costs for a small employer pension plan this year? If yes – Please provide details on startup cost for small employer pension plan for this year.

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Please answer all questions for Tax Year 2021.

Business Tax Credits (Continued)			
Yes	No	Unsure	Check appropriate box for each question in each section
			8. Did the company pay wages to an employee for any period the employee is on active duty performing services of the United States Armed Forces this year? If yes – Please provide details on wages paid for employee.
			9. Did company hire any employees that qualified for the Work Opportunity Tax Credit? If yes – Please provide details on employee and a copy of the forms filed with the state workforce agency's WOTC Coordinator. (Must file Form 8850 and ETA form with the state workforce agency's WOTC Coordinator within 28 days after hire date)
			10. (Residential Rental Companies Only) Did company place into service any qualified low-income buildings into service this year? If yes – Please provide details on qualified low-income building(s) placed into service this year.
			11. (Eligible Contractors Only) Did the company sell or lease to another person a qualified energy efficient home this year? If yes – Please provide details on home efficiency standards for each house that qualifies for this credit.
			12. (Food and Beverage Establishments Only) Did the company pay social security and medicare tax on employees' tips this year? If yes – Please provide details on total wages paid, total tips, hours worked, and hourly rate.

9. Final Questions About This Year's Return

Yes	No	Unsure	Check appropriate box for each question in each section
			1. Did the Company receive any correspondence from the IRS or State Department of Taxation this year? If yes – Please describe.
			2. Did the Company make estimated tax payments or apply last year's refund to this year's tax? If yes – please provide payment amounts below.
			1st Installment Date Paid _____ Amount Paid _____ 2nd Installment Date Paid _____ Amount Paid _____ 3rd Installment Date Paid _____ Amount Paid _____ 4th Installment Date Paid _____ Amount Paid _____
			3. Are there any changes for 2022? If yes, please provide details below.

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Please answer all questions for Tax Year 2021.

10. Tax Preparer Quality Reviewer Section (This section is to be completed by Tax Preparer)

Review the tax return with the taxpayer to ensure:

- All questions in Parts I through 9 have been answered.
- All unsure boxes were discussed with the taxpayer(s) and correctly marked yes or no.
- Names, SSNs, ITINs, and EINs, were verified and correct.
- The taxpayer was advised that they are responsible for the information on their return.

Please indicate below that all items have been address above with taxpayer(s).

☐ Yes ☐ No ☐ Waiting on Information

Tax Return Preparer:

Date Completed:

Preparer's Note about this year's tax return: