

CORPORATION INCOME TAX
PREPARATION CHECKLIST
2011 TAX RETURNS

You can reduce the time required to prepare your income tax return by providing all of the required forms and information. We will need the following items for your tax return:

- ___ Signed ENGAGEMENT LETTER
- ___ Completed CLIENT INFORMATION
- ___ Completed 2011 CORPORATION TAX QUESTIONNAIRE
- ___ Documentation of bank account and credit card transactions.
Please provide at least one of the following:
 1. Computer back up of Quicken or QuickBooks file with account transactions entered and reconciled
 2. Copies of all bank account statements, checks written on the business bank account (These may be included in the bank statements), and credit card statements with business transactions during the year.
- ___ 1099's and W-2's issued to you by your business
- ___ List of business expenses paid out of personal money or credit cards (we do not need the actual receipts to prepare the tax return)
- ___ List of assets (such as vehicles, equipment, or furnishings) purchased during the year and copies of purchase documents
- ___ December 31st statement on all business loans showing ending balances and interest paid during the year.

The ENGAGEMENT LETTER, CLIENT INFORMATION and 2011 CORPORATION TAX QUESTIONNAIRE can be downloaded from our web site: www.kmlarsoncpa.com. You may also send an email to accounting@kmlarsoncpa.com and request the "2011 Corporation client forms."

If this is the first year we have prepared your tax return, we will also need the following:

1. Proof of entity filing with state: Articles of incorporation and bylaws
2. Federal and state business I.D. numbers
3. List of owners, social security numbers, initial investment, and ownership percentages

Information provided for the preparation of an income tax return will be retained as part of your client file. Original documents will NOT be returned to you unless requested. Please provide copies of original documents when possible or fax to us at 801-606-7896.

Please contact our office if you have questions about the information required to prepare your tax return:

KM Larson & Company, PC

Office: 801-571-1760

Fax: 801-606-7896

www.kmlarsoncpa.com

Email: accounting@kmlarsoncpa.com

K.M. Larson & Company, P.C.
Certified Public Accountants
12401 South 450 East, Suite B2
Draper, Utah 84020
(801) 571-1760

ENGAGEMENT LETTER

Dear Client:

This letter is to specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements:

We will:

1. Prepare partnership or corporation 2011 Federal and requested state income tax returns, from information that you will provide, We will not audit or otherwise verify data you submit, although it may be necessary to request clarification of some information.
2. Use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.
3. Represent you (at your request) if your return is selected for review by the taxing authorities. Any additional fees will be discussed at that time.

You agree to:

1. Provide all the information required for the preparation of complete and accurate returns.
2. Pay any tax due by the return due date and be responsible for interest and late payment penalties assessed on payments made after the due date.
3. **Take final responsibility for the income tax returns and carefully review them for completeness and accuracy before they are filed.**

Please verify that you understand the terms of our engagement by signing the in the space indicated and return it to our office.

Business Name

Name

Title

Date

K.M. Larson & Company, P.C.
Certified Public Accountants

BUSINESS CLIENT INFORMATION

Business Name: _____

Contact Name: _____

Contact Info Same as last year

Address: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ email: _____

What is the best way to contact you? (You may check more than one)

Home _____ Work _____ Mobile _____ E-mail: _____ Mail _____

Would you like to receive additional information from us by email?

_____ Individual tax newsletter and tax updates

_____ Business tax newsletters and tax updates

_____ Educational seminars

_____ Other offers

Signature: _____ Date: _____

12401 South 450 East, Suite B2, Draper, Utah 84020, (801) 571-1760
Fax: 801-606-7896, email: accounting@kmlarsoncpa.com
www.kmlarsoncpa.com

K.M. Larson & Company, P.C.
Certified Public Accountants

2011 CORPORATION INCOME TAX RETURN QUESTIONNAIRE

Company Name: _____

Person responsible for tax return: _____ Title _____

Phone: _____ Email: _____

Do you want 2011 original documents returned to you? ___ Yes ___ No

How do you want your client copy of the tax return delivered? (You may select mor than one)
_____ pdf in secure internet portal
_____ paper copy

Please answer the following questions relating to the tax year ending December 31, 2011 or fiscal year ending _____:

YES NO ASSET PURCHASES OR DISPOSALS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Did the business purchase or lease any assets such as vehicles, equipment or furnishings? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did the business sell or dispose of any assets such as vehicles, equipment or furnishings? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did the business buy or sell any real estate? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did the business make a down payment or pay earnest money on any transaction not completed by year end? |

BUSINESS LOANS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did the business make any loans to owners? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did any owners make loans to the business? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did the business borrow money from a bank or other source than an owner? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have any owners personally guaranteed any loans to the business? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did the business pay off any loans during the past year? |

AUTO EXPENSES

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did you or any employees use their personal vehicle for business use? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been reimbursed for business use of their personal vehicle? |
| <input type="checkbox"/> | <input type="checkbox"/> | Were any business vehicles used for personal use by owners or employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the business maintain written records of business and personal mileage for each vehicle used by the business? |

YES NO

EMPLOYEE BENEFITS

- Were any payments made for life insurance for officers or employees?
- Were any payments made for health insurance for any owner or owner's family member?
- Were any payments made for dental insurance for any owner or owner's family member?
- Does your company provide an allowance for tools, auto, or other expenses to any owners or employees?

MISCELLANEOUS

- Were any family members of the owners working for the business?
- Did any owners receive compensation for services in the form of wages or other payments?
- Did any owner receive distributions of cash or other benefits from the corporation that were not reported on a 1099 or W-2?
- Does anyone provide services to the company that is NOT being paid as an employee?
- Does the company sell to customers outside of Utah?
- Has the business had any changes in ownership?
- Did the business have \$10,000 or more in a foreign bank account at any time during 2011?
- Has the business engaged in any barter or trade transactions during the year?
- Has all business income been deposited into the business bank account(s)?
- Does any owner of the business have any unreimbursed expenses paid on behalf of the business?
- Have all required W-2's and 1099's been prepared for 2011?
- Are all required tax filings (other than income tax) up to date?
 - a. Personal property tax
 - b. Sales tax
 - c. Payroll tax