

**PALERMO, LANDSMAN & ROSS, P.A.**  
**2017 COVERSHEET-Document Checklist for Corporate Returns**

This checklist will assist you in the collection of your tax documents. Please place this completed form on top of the documentation you submit to our office. Thank you.

**Corporate Information**

Corporation's Name \_\_\_\_\_ EIN # \_\_\_\_\_ - \_\_\_\_\_

Entity Type (Circle): 1120 1120S 1065 Other \_\_\_\_\_

Email address: \_\_\_\_\_ (for correspondence only)

**Please provide a copy of the S-Election Acceptance letter from the IRS if filing for a new business entity. (For S-Corporations only)**

Was there a change in shareholders/partners or ownership percentages for 2017?

Circle: Yes / No

If "YES", please list current shareholders below, along with their ownership percentages:

Shareholder/Partner name	SS#	Ownership Percentage
_____	____-____-____	_____ %
_____	____-____-____	_____ %
_____	____-____-____	_____ %
_____	____-____-____	_____ %

**Termination of Corporation/Partnership (if applicable):**

What date did you close/dissolve your company? \_\_\_\_/\_\_\_\_/2017

If you entered a date, please be aware that this return will be filed as a "FINAL."

**Tax documents you are submitting for your return (please indicate with an "X"):**

(Please note that forms below should show your *company's* name and EIN#. If a form has your *personal* name and SS#, it should be included with your personal tax info instead.)

**Records to bring in/submit (Continues on the next page):**

- Quickbooks backup; if you used Quickbooks for the full year, please send a backup file to our dropbox at [www.plrcpas.com](http://www.plrcpas.com). The backup file must have **fully reconciled** check registers for all corporate accounts through 12/31/17. **Please include Username and Password so we can open the file.**

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**Please note: all items notated with an asterisk \* are *not needed* if you are submitting a Quickbooks backup file. All other items are needed.**

- All bank statements and check copies or check stubs Jan.-Dec. 2017 for all corporate accounts – **If possible please send/export bank statements in excel/csv file format \***
- All bank statements Jan.-Dec. 2017 for any foreign-held bank accounts, brokerage accounts, mutual funds, trusts or other financial accounts the company owns or for which the company has signature authorization.
- 1099's (Miscellaneous income, interest/dividends, cancellation of debt, etc.)
- K-1's (income/loss from partnerships, S corporations, trusts, etc. in which your company has ownership.)
- Brokerage Statements Detailing Sales of Stocks & Bonds owned by the company.  
**We must have the original purchase date and cost basis for each item sold.**
- Closing statements for any real estate your company bought or sold during 2017  
**For a sale, we must have the original purchase date and purchase price.**
- All income and expense information for any rental properties your company owns.  
**If a property was not rented the entire year, please indicate the number of days was rented during the year.**
- All tangible assets (furniture/equipment/computers, etc.) purchased for use in 2017. We must have the **item description, date of purchase** and the **purchase price**. This includes any improvements/renovations to company-owned property.
- Amount of foreign sales.
- Proof of Health Insurance policy, if company was required to provide coverage.

**General Deductions/Expenses**

- All corporate credit card statements Jan.-Dec. 2017 \*
- All business-related bill statements (telephone/utilities/**health insurance**, etc. in the **company's** name, Jan.-Dec. 2017 \*
- Payroll Forms W3/W2's, 940 & RT-6 \*
- Contributions made to any retirement plans (IRA's, 401K's, employee benefit plans, etc.)\*
- 1098's/Mortgage Interest Statements in the company's name
- Property Tax Statement/Bill in the company's name\*
- Receipt totals for all business expenses NOT listed on bank & credit card statements
- Contracts for any motor vehicle purchased or leased in 2017 by the company
- Any auto-related expenses including insurance, fuel and repair costs.\*

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- A mileage log that shows miles for business use
- Mileage deduction info:

Auto 1 - Total miles for the year: \_\_\_\_\_ Business miles: \_\_\_\_\_ Commuting \_\_\_\_\_

Auto 2 - Total miles for the year: \_\_\_\_\_ Business miles: \_\_\_\_\_ Commuting \_\_\_\_\_

**(NOTE: You must have a mileage log to substantiate a mileage-based deduction.)**

Business-Use Vehicle Info (required in order to claim depreciation expense, if applicable):

Auto 1 - Make: \_\_\_\_\_ Model/Year : \_\_\_\_\_ / \_\_\_\_\_ Purchase/lease date: \_\_\_\_\_

Auto 2 - Make: \_\_\_\_\_ Model/Year : \_\_\_\_\_ / \_\_\_\_\_ Purchase/lease date: \_\_\_\_\_

(Mileage and vehicle info for any additional business vehicles can be detailed below.)

**Other Deductions/Expenses: Please use the attached Corporate Tax Information Worksheet to list totals for additional expenses.\***

Please note anything else we need to know regarding your corporate tax situation for 2017:

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1120S Tax Information Worksheet

Company Name: \_\_\_\_\_  
 Tax Id. No. \_\_\_\_\_

Tax Year: \_\_\_\_\_  
 Year End: \_\_\_\_\_

Months	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Accounting													
Amortization													
Auto & truck expense													
Bank charges													
Commissions													
Credit & collection costs													
Delivery & freight													
Discounts													
Dues & subscriptions													
Equipment rent													
Gifts													
Insurance													
Janitorial													
Laundry & cleaning													
Legal & professional													
Meals & entertainment													
Office expense													
Outside services													
Parking fees & tolls													
Permits & fees													
Postage													
Printing													
Security													
Supplies													
Telephone													
Tools													
Travel													
Uniforms													
Utilities													
Other (itemize):													
<b>TOTALS</b>													