

PALERMO, LANDSMAN & ROSS, P.A.
2020 COVERSHEET-Document Checklist for Corporate Returns

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

Corporate Information

Corporation's Name _____ EIN # _____ - _____

Address _____

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 2020?

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? ____/____/2020

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

Did you receive any emergency grant money in 2020? Circle: Yes / No

If "YES", please indicate the amount _____ (not included in PPP).

Did you receive any PPP money? Circle: Yes / No If "YES", please indicate the following amounts:

Loan received date: _____ Amount _____

Forgiveness granted date _____ Amount _____

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.)

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

- Quickbooks backup; if you used Quickbooks for the full year, please send a backup file to our dropbox at www.plrcpas.com. The backup file must have **fully reconciled** check registers for all corporate accounts through 12/31/20. **Please include Username and Password so we can open the file.**

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. 2020 for all corporate accounts – **If possible please send/export bank statements in excel/csv file format ***
- All **bank statements** Jan.-Dec. 2020 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, NEC's, 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 2020 **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 2020. 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. 2020 *
- All business-related bill statements (telephone/utilities/**health insurance**, etc. in the **company's** name, Jan.-Dec. 2020 *
- Payroll Forms W3/W2's, 940 & RT-6 *

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- Contributions made to any retirement plans (IRA's, 401K's, employee benefit plans, etc.)*
- Do you plan on making any contributions after the 2020 calendar year for qualified 2020 deductible expenses? Circle: Yes / No
- 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 2020 by the company
- Any auto-related expenses including insurance, fuel and repair costs.*

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.)

Do you have any research or developing costs contributing to the production or installation of your product?

Please provide an updated fixed assets list.

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 2020:

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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):													
TOTALS													