



## mcnally & associates, p.c.

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### ORGANIZER FOR YOUR ACCRUAL BASIS BUSINESS TAX RETURN

**NOTE: This Organizer was designed for "Accrual Basis" taxpayers, whose income is from product sales, or which exceeds \$5 Million per year. If your income is from services or commissions ask for our "Cash Basis" Organizer.**

**INSTRUCTIONS:** Scan the **bold-face** items on this list. If any item applies to you, **circle or highlight** the number. Based on your prior year return, we may have already circled many items. If any others apply, please supply those items as well. When you are finished, you will have a list of what you must do before we can complete your corporate income tax return. As you complete each item, check it off.

- \_\_\_\_\_ 1. Your **prior year return**, unless we prepared it, or it's your first tax year.
- \_\_\_\_\_ 2. If you have a **BOOKKEEPER**, his/her name and telephone number.
- \_\_\_\_\_ 3. Do you do your bookkeeping with **QUICKEN** or **QUICKBOOKS** for **WINDOWS**? If you do, use the Files, Backup command to make a disk copy of your computer accounting files.
- \_\_\_\_\_ 4. Do you do your bookkeeping with **another computer program**? If so, please advise. I may have the program files and be able to import yours. If not, print me these reports or provide me with your books:
  - a) A **PROFIT & LOSS REPORT** for the tax year.
  - b) A **BALANCE SHEET** as of the last day of the tax year.
  - c) A **DETAIL GENERAL LEDGER** for the tax year. This may be called a "trial balance" report. It is a listing of all transactions for the year, sorted and totaled by general ledger category.
- \_\_\_\_\_ 5. Do you prepare your bookkeeping **MANUALLY**? If so, please provide copies of your journals and your general ledger, or your spreadsheets for the year.
- \_\_\_\_\_ 4. Provide your **bank account statements and reconciliations** for the tax year for each bank account owned by the business.
- \_\_\_\_\_ 5. Provide your **payroll tax reports, federal & state** for the tax year. This includes: Forms 941, 940, DE6, DE7, W2s, W3, 1099s and 1096.
- \_\_\_\_\_ 6. Provide your **sales tax reports and worksheets** for the tax year.
- \_\_\_\_\_ 7. Provide your **ending accounts receivable and accounts payable schedules**.
- \_\_\_\_\_ 8. Provide all **governmental correspondence** that we haven't dealt with.
- \_\_\_\_\_ 9. Please answer the attached **GENERAL LEDGER QUESTIONNAIRE**.
- \_\_\_\_\_ 10. Please provide personal income tax information, if possible, for each of the shareholders or partners, so that the individual returns will be consistent.
- \_\_\_\_\_ 11. Other: \_\_\_\_\_