



mcnally & associates, p.c.

Gerald McNally, Jr., Esq.
206 N. Jackson Street, Suite 100
Glendale, California 91206-4330
Tel: 818.507.5100 Fax: 507.5001

ORGANIZER FOR YOUR CASH BASIS BUSINESS TAX RETURN

NOTE: This Organizer was designed for "Cash Basis" taxpayers, whose income is from services and whose gross revenues each year are less than \$5 Million Dollars. If you sell goods and pay sales tax, please ask us for our "accrual" 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.
- _____ 4. Do you do your bookkeeping with **another computer program**? If so, print these reports:
 - 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 do your bookkeeping **manually**? If so, please provide your journals and general ledger, or your income and disbursement spreadsheets for each a/c
- _____ 6. Provide all your **reconciled bank account statements** for each bank account.
- _____ 7. Provide copies of your **payroll tax reports, federal & state** for the tax year. This includes: Forms 941, 940, DE6, DE7, W2s, W3, 1096 and all 1099s.
- _____ 8. Provide all **governmental correspondence** received by you that we haven't dealt with or reviewed previously.
- _____ 9. Please answer the attached **GENERAL LEDGER QUESTIONNAIRE**. It may be necessary for you to provide additional information, as requested.
- _____ 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: _____