



Christina's Tax Service, Inc.

CORPORATION TAX INFORMATION CHECKLIST

IMPORTANT: YOU ARE RESPONSIBLE for providing complete, clear and legible information to ensure your returns will be prepared properly. Please have all receipts and documents used for tax preparation in order. In the event of an audit you MUST substantiate all information given and you must retain receipts for at least 3 to 4 years.

NEW CLIENTS

- * PLEASE BRING PRIOR YEAR TAX RETURN FOR REVIEW *
- * Provide copy of S. Election Form 2553 with the approval date *

BUSINESS INFORMATION

CORPORATION Name: _____

Federal ID#: _____

Address: _____

Telephone: Office: _____ Cell: _____ Fax: _____

Email: _____

OFFICER Name: _____

Social Security #: _____

Address: _____

Telephone: Office: _____ Cell: _____ Fax: _____

Email: _____

Webfile # From Secretary of State of Texas - Franchise

PRINTED DATA FOR THE FOLLOWING ITEMS is required with exception of GENERAL LEDGER

- Balance Sheet- (Assets and Liabilities)
- Income Statement (Profit and Loss) Income & Expenses
- Trial Balance
- General Ledger- Can be emailed to us for verification and printing if needed.
- Loan Agreement Documentation-Promissory Notes
- Loans Payable: From Corporation-- __ To Officers __ To Others
- Loans Receivable: To Corporation-- __ From Officers __ From Others
- Beginning Bank Balance (1st day of fiscal year) Ending Bank Balance (Last day of fiscal year)
- List of All Assets Purchased including Date of purchase and Cost. E.g. Equipment, furniture, etc.
 - Year, Make, & Model /Date Purchased /Cost- Please provide Purchase Documentation.
- Copies of Bonuses not on W2
- K-1's received for other sources.
- Estimated Payments made to the IRS for Franchise Taxes.
- Depreciation Schedules if Previously done by other CPA/Tax Accountants-Form 4562 is mandatory.
- W-2s, W-3s and 1099s (1099s received and issued)

NEW CLIENTS

New Clients must also provide the following:

- Articles of Incorporation
- Approval Letter for Sub S election from the IRS
- Charter Number from the Secretary of State
- Franchise Tax ID No and Web ID is now required for E-file of Franchise Returns to State of Texas
- List of Officers: Name, Social Security Number, and Address for each Officer
- Copies of Last Years Tax Returns

TEXAS FRANCHISE

The State of Texas will assess a penalty for filing a Franchise Return without a [WebFile Number #](#).

Please provide a [WEBFILE Number #](#) in order to prepare a Texas State Franchise Return for tax year 2022.

WEBFILE contact telephone #: 1-800-252-1381

BOOKKEEPING SERVICES

Offered by Lex Inc, Daniel Dharamsingh - Certified Quick Books Provider

If you do not have any financials available, please ask us for an estimate on the cost for our bookkeeping services.

Bookkeeping **Fees begin** at \$300 per month.

Contact: Daniel at **713-857-1851** or **713-781-8291** for availability.

Mandatory deposit is required before any bookkeeping is prepared.

CONSULTATION

INDIVIDUAL Tax Consultation Fees: \$125.00 Tax Deductible

CORPORATION Tax Consultation Fees: \$250.00 Tax Deductible

Review of Financial Statements: \$125.00 Tax Deductible

RETURN WILL NOT BE RELEASED WITHOUT PAYMENT IN FULL

CLIENT SIGNATURE: _____

DATE: _____

TIME: _____ a.m. | p.m.

SCHEDULE L - 1120S: TAX PERIOD ENDING IN DECEMBER 31, _____

ASSETS	BEGINNING OF TAX YEAR	END OF TAX YEAR
Cash in Bank		
Accounts Receivable		
Note Receivable		
Inventories		
Other Current Assets (attach a statement)		
Loans to Shareholders (list)		
Mortgage/Real Estate Loans		
Other Investments		
Buildings & other Depreciable Assets		
Less Accumulated Depreciation		
Depletable Assets		
Less Accumulated Depreciation		
Land (net of amortization)		
Intangible Assets/Goodwill		
Less Accumulated Amortization		
Other Assets (attach statement)		
Total Assets		

LIABILITIES & SHAREHOLDERS EQUITY	BEGINNING OF TAX YEAR	END OF TAX YEAR
Accounts Payable		
Mortgages & Notes Payable (less than 1 yr.)		
Other Current Liabilities (Attach Statement)		
Loans from Shareholders		
Mortgages & Notes Payable (1 year or more)		
Other Liabilities (Attach Statement)		
Capital Stock		
Additional Paid in Capital		
Retained Earnings		
Adjustment to Shareholder's Equity		
Less Cost of Treasury Stock		
Total Liabilities & Shareholder's Equity		