

**Hancock Askew & Co. LLP**  
**442 W Kennedy Blvd Ste 390**  
**Tampa, FL 33606-1495**  
**813-254-2727**

December 12, 2018

Dear Business Client:

This Business Organizer is designed to help conveniently gather the tax information needed to prepare your 2018 corporate income tax return.

Please answer all applicable questions in the Questionnaire and return it to our office. Attach a statement when necessary, for any additional information.

If you would like to discuss the information in your completed Business Organizer, or the preparation of your 2018 corporate tax return, please call our office for an appointment.

Thank you for the opportunity to serve you.

Sincerely,

Hancock Askew & Co. LLP

# Questions

## S Corporation Preparation Checklist and Questionnaire (Form 1120S)

Please check the appropriate box and include all necessary details and documentation.

	Yes	No
<b>Review of Excel Spreadsheet</b>		
Were there any changes to the shareholders listed in the Shareholder Information tab in the Excel spreadsheet? If yes, make the necessary changes in the spreadsheet and include information for any new shareholders.	<input type="checkbox"/>	<input type="checkbox"/>
Did any shareholder contribute additional capital, or make a loan to the S Corporation during the year? If yes, complete the Shareholder Basis tab in the Excel spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>
Did the S Corporation repay a loan from the shareholder during the year? If yes, complete the Loan repayments column in the Shareholder Basis tab.	<input type="checkbox"/>	<input type="checkbox"/>
Were there any changes in the shareholder's ownership in the S Corporation during the year? If yes, complete the Changes of Ownership tab in the Excel spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>
Were there any changes to the officers listed in the Officers tab in the Excel spreadsheet? If yes, make the necessary changes in the spreadsheet. Also include the amount of current year compensation for each officer.	<input type="checkbox"/>	<input type="checkbox"/>
Did you provide us with your bank information? If yes, review the Bank tab in the Excel spreadsheet and make the necessary changes.	<input type="checkbox"/>	<input type="checkbox"/>
Does the S Corporation own vehicles? If yes, complete the two Vehicle tabs in the Excel spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>
Did the S Corporation purchase any business assets this year? If yes, complete the Asset Purchases tab in the Excel spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>
Did the S Corporation dispose of any business assets this year? If yes, complete the Asset Sales tab in the Excel spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>
Did the S Corporation have fewer than 25 full-time employees, and pay at least 50% of the premiums for each enrolled employee's health insurance coverage? If yes, complete the Employee Health Ins tab in the Excel spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shareholder Information</b>		
Were fringe benefits paid to shareholders who have a greater than 2% ownership in the S Corporation? If yes, were the benefits included on the shareholder's Form W-2?	<input type="checkbox"/>	<input type="checkbox"/>
<b>S Corporation Information</b>		
Did the address of the S Corporation change? If yes, provide the new address. _____	<input type="checkbox"/>	<input type="checkbox"/>
Did the S Corporation make payments that require Form(s) 1099 to be filed? If yes, did the S Corporation file or will it file all required Forms 1099?	<input type="checkbox"/>	<input type="checkbox"/>
Did the S Corporation take out a loan this year? If yes, provide information on how the loan was used. Also provide copies of the loan documents. _____	<input type="checkbox"/>	<input type="checkbox"/>
Were there any significant changes in the S Corporation's business or operations during the year? If yes, explain _____	<input type="checkbox"/>	<input type="checkbox"/>
If the S Corporation maintains inventory, was there a change in the method of determining quantities, cost, or valuations between opening and closing inventory during the year? If yes, explain _____	<input type="checkbox"/>	<input type="checkbox"/>