

2022 Organizer for C-Corporation

This organizer will assist you with organization of your business information relating to the preparation of your Entity's tax return. ***It is important you answer all questions contained in this Organizer.***

- **FIRST YEAR CLIENT: MUST HAVE** a copy of your depreciation schedule, any special elections you have made & Articles of Organization and Entity Agreements.

	Yes	No
If changed: Business Name:		
If changed: Business Address:		
Phone: _____ Email: _____		
What Iowa county did you conduct business in?		
What date was the Entity first authorized to do business in Iowa? _____		
Was the Entity ever an S-Corporation in prior years?		
• If yes , were there any S-Corporation prior retained earnings?		
Did the Entity make or revoke a corporate tax filing election during the year?		
What is the principal business activity of the Entity? _____ Any changes in operations?		
Is the Entity a personal service corporation (PCS)?		
Who does your accounting? KPJ _____, Self _____, Other (firm name) _____		
What accounting method does the Entity use? Cash _____ Accrual _____ Other (describe) _____		
If accrual, are all accounts receivable and accounts payable accounted for?		
Are there any related party transactions that affect your books?		
Is this business registered/conducted in a state other than Iowa?		
Is the Entity's tax year a calendar Year? (If not, what is the fiscal year?)		
Does the Company have any cryptocurrency holdings?		
How many shareholders were there on the last day of the year? _____		
Was there any change in shareholders during the year?		
Did you have 50 or more employees at any time during the year?		
Were there any contributions of property and equipment for stock?		
Do you have a PPP Loan forgiven in 2022?		
Did you make payments of \$600 or more during the year for services to an attorney or an unincorporated business such as an LLC, a sole-proprietor or landlord?		
Did you issue Forms 1099-MISC to these businesses or individuals?		
• If not , do you want KPJ to prepare Forms 1099-MISC for you?		
Did you prepay any expenses in excess of 12 months?		
If automobiles, are they titled, licensed, owned in the Entity's name?		
IA Capital Gains:		
• If disposed of property, did you hold it for 10 years?		
• Did you materially participate within those 10 years?		
Travel Expense Meal Per Diem:	\$	
• If worked out of town, list per diem		
Does the corporation pay life insurance premiums on the officers for which the corporation is the beneficiary?		
Do you have any R & D Costs?		

\$2,500 per Invoice Expense Accounting Policy

For taxable years beginning _____, **2022** and later, the general capitalization policy is that all equipment and other fixed assets costing no more than \$2,500 per invoice (or per item as substantiated by the invoice) will be treated as an expense for both book and tax purposes. This accounting policy is intended to comply with the IRS de minimis safe-harbor provisions at §1.263 (a)(1)(f).

_____ Authorized Signature of the Company

_____ Date

Shareholder Information

							Yes	No
Are any Shareholders Non-Residents?								
First Name-Last Name <small>(Enter information for all shareholders who owned stock at any time during the year)</small>	Social Security Number	Shareholder Mailing Address <small>(Street address, city, state, zip)</small>	# of shares owned at start of year	Percent %	# of shares owned at end of year	Percent %	Dates of stock ownership change (if any)	

Provide the following information for any person who was a Shareholder during the year.

Shareholder Name	Wages paid to the shareholder	APIC contributions made by the shareholder during the year	Dividends made to the shareholder during the year	Shareholder loans to the Entity during the year	Loans repaid by the Entity to the shareholder during the year

Information relating to deductions and credits the Entity may qualify for

	Yes	No	Details
Did the Entity purchase a plug-in electric vehicle this year?			
Did the Entity pay wages to any employees who were members of a targeted group? <i>(worker opportunity credit)</i>			
<ul style="list-style-type: none"> • If yes, provide us with the appropriate state agency acceptance letter. 			
Did the Entity pay the officers a wage?			
Does the Management feel it is reasonable?			
<ul style="list-style-type: none"> • If not, explain: 			
Did the Entity initiate a new qualified retirement plan during the year?			
Did the Entity pay for disabled access equipment or improvements during the year?			
Did the Entity provide for or reimburse employees for Childcare expenses/tuition during the year?			
Did the Entity make energy-efficiency improvements?			

Rental/Real Estate Section

	Yes	No
Security deposits utilized are rental income, please include in gross receipts		
What type of rental? Land____ Commercial____ Equipment____ Residential____		
Are any properties owned by a trust?		
Do you rent to a related party?		
Does a related party live in the property?		
<ul style="list-style-type: none"> • If yes, is it rented at fair market value? 		
Gross rent received: <i>(Do NOT include any security deposits to be held on behalf of the client), (DO include prepaid rent/all charges to tenant) & (DO include security deposits utilized)</i>	\$	
Are there any tenant security deposits held at year end?		
<ul style="list-style-type: none"> • If so, how much? 	\$	
Was the property available for rent all year?		

Fuel Tax Credit

	Yes	No
Did you purchase any gas/diesel for off road use?		
If so, provide type:	# of Gallons	Gas Diesel
• commercial		
• off highway business use		
• on a farm for farming purposes		
• aircraft		
• construction equipment (<i>skid loaders, gators, handheld equipment</i>)		

Income

What portion of receipts were reported on Form 1099-K?	\$	
	Yes	No
If sales tax is collected, is it included in gross receipts?		
• If yes, how much sales tax was included in the income?	\$	
Did you have any other income from this business activity not included in gross receipts above? <i>(Insurance proceeds, asset sales, bartering, etc.)</i>		
• If yes, please describe:		

Interest and Dividend Income Worksheet

- Provide copies of all interest and dividend statements the Entity received
- If the Entity received interest payments under a seller financed mortgage, provide the name, address, SSN or EIN of the party making payments.

Bank Name or Other Payer	Total Interest Received	Name of Entity or Other Payer	Total Dividends Received
	\$		\$
	\$		\$

Cost of Goods Sold (COGS)

	Yes	No
Do you manufacture or produce a product for sale to customers?		
Do you operate a wholesale or retail business where you maintain an inventory of goods?		
How are you valuing your inventory? Cost___ Lower of cost or market___ Average cost___ Other		
If you have maintained inventory in the past, do you wish to make an accounting method change to STOP TRACKING INVENTORY?		

Sale of Stock, Real Estate or Other Property

- Please attach copies of year-end brokerage statements relating to stock sales
- If real estate was sold during the year, provide copies of closing papers

Description of Property Sold	Date Purchased	Purchase Price	Date Sold	Sales Price
		\$		\$
		\$		\$

Assets Purchased or Assets Sold/Disposed During the Year

Description	Date placed in service	Cost	Partial Disposition ?	Disposition Date	Sales Price	Purchased from or sold to a related party?

	Yes	No
Do you wish to utilize the 179-expense deduction?		
Do you wish to elect out of bonus depreciation?		

Tell us about any leases the company has entered into (*Capital, Operating, Vehicle, Equipment*):

Dear CLIENT:

We are pleased that you have decided to engage Kuhl Phillips & Jans, Inc. ("KPJ") to prepare tax year **2022** income tax return(s) for you. This letter, along with the attachments, describes the basis on which KPJ will provide tax preparation services to you, your responsibilities, and how we will bill for our services.

Scope of Engagement

I will have primary responsibility for your return(s) but may use other accountants and assistants at our office in the best exercise of our professional judgment. If at any time you have questions, concerns, or criticisms, please contact me at once.

It is your responsibility to provide true, accurate and complete information to prepare a complete and accurate return. KPJ and its personnel are not liable for errors or omissions that result from a failure on your part to fully and properly disclose information needed to accurately complete the tax returns. Please verify the accuracy of your return. Upon filing of your **2022** tax return our engagement shall be complete.

Representations and Warranties

You represent and warrant that you shall: (1) provide true, correct, and complete information regarding your income and expenses; (2) to provide your income and expenses in a clear manner; (3) retain for 7 years, all documents, receipts, cancelled checks and other records required to substantiate the items of income and expenses; and (4) maintain written documentation supporting all amounts, including logbooks and receipts. If receipts are provided KPJ will review these for their reasonableness but will not be auditing these receipts. You further represent that you understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the authorities' interpretation of the law, and other supportable positions, that KPJ will use our professional judgment in resolving these issues. KPJ keeps copies of your return for 3 years per IRS rules. As a client, it is your responsibility to contact us immediately if you discover additional information that will lead to a change in your return.

Responsibility and Indemnification

You should review your completed tax return carefully before signing them. You have the final responsibility for anything submitted to a taxing authority. By signing below you agree to indemnify, defend, and hold harmless KPJ, its officers, directors, members, employees, and agents from and against any and all claims, demands, suits, costs, liabilities, losses, and expenses (including attorneys' fees) arising out of or in connection with (i) the services provided hereunder; (ii) any negligent or intentional acts or omissions of KPJ or any of its officers, directors, employees, or agents; (iii) the inaccuracy of any information provided by you to KPJ; and (iv) any action by a third party against you or relating to the services hereunder.

Fees

The tax preparation fee covers the following services:

- One tax preparation appointment and preparation of your **2022** return(s).
- Electronic filing of the federal return/state return when applicable.
- **One** paper copy unless a PDF is requested.

The cost of preparing your **2022** return will be payable at the time of pick up. If your tax situation changes and you need a consultation or review of your upcoming (2023) tax return, such services shall be billed at our hourly rates, with a minimum charge of \$75.00. This includes phone calls, mail and/or email correspondence. If your preparer determines (in his/her absolute discretion) that your records need to be organized and/or totaled, there will be an hourly fee for organizing your receipts. Additional fees may be assessed for all other extra services: For example: 1099 Preparation

Communication

We will send you copies of pertinent correspondence, documents, and other materials we prepare or receive in the course of our engagement. We ask that you contact us whenever you have any questions or comments regarding our services, fees, the status of your matter, or whenever any new facts or considerations come to your attention. Unless otherwise agreed, the work we plan to perform in conjunction with this engagement will be performed utilizing email via the Internet, telephone, facsimile, and delivery and mail services for communications with you. By signing below, you consent to our use of e-mail via the Internet for correspondence with you, including transmission of sensitive documents. Please be advised that our firm will not deliver tax advice in the form of a text, nor will our firm receive tax material in the form of a text message. DO NOT SEND CONFIDENTIAL INFORMATION SUCH AS CREDIT CARD, BANK ACCOUNT, SOCIAL SECURITY NUMBERS OVER EMAIL. EMAIL IS NOT SECURE. We cannot fax or email to a third party due to disclosure rules set by the IRS. The IRS charges \$50 and takes 10 weeks if you want them to provide a copy.

- KPJ CANNOT RECEIVE ANY TAX INFORMATION VIA TEXT.

Termination

Unless our engagement is previously terminated, our engagement will continue until completion of your 2022 return. Either party may terminate this engagement at any time for any reason upon written notice to the other. **If the engagement is terminated after the tax return process is started, you will be responsible for paying our fees and expenses through the date of termination for any professional time incurred.**

Conflicts of Interest (if KPJ prepares the business/estate/fiduciary return and associated personal return)

A conflict of interest occurs when we do not prepare the other shareholders/partners/beneficiaries personal returns and we do not take responsibility for the outcome of their personal returns.

Miscellaneous

It is agreed that our relationship is governed by the laws of the State of Iowa, regardless of any conflict of laws. Any action or proceeding between us arising out of this engagement shall be resolved only in the U.S. Southern District or Iowa courts located in Johnson County, Iowa. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matters hereof and supersedes all prior agreements and understandings, both written and oral, among the parties with respect to the subject matter hereof. This Agreement may be amended at any time only by a written instrument signed by both of the parties hereto.

	Yes	No
Does the Entity have ownership or control over a foreign financial account or trust?		
If yes, provide the name(s) of the foreign country and maximum account values for the year.	<i>Foreign Country:</i>	

Confirmation of Engagement

I (we) have submitted this information for the sole purpose of preparing my (our) tax return(s). Each item can be substantiated by receipts, canceled checks or other documents. This information is true, accurate and complete to the best of my (our) knowledge.

Accepted by Signature: _____

Print Name:

Date: _____