



Corporate/LLC Tax Organizer

Corporate Name: _____ Type: LLC ____ S-Corp: ____ C-Corp ____

Tax ID #: _____ CA FTB #: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Primary Contact: _____ Phone Number: _____ E-Mail: _____

Date Incorporated: _____ State of Incorporation: _____ Date of S-Corp Election: _____

Number of Owners/Members: _____ Ownership Changes During the Tax Year? Yes No

Important Information:

- S-Corp and LLC Tax Returns are **due MARCH 15th, 2026**. If you require an extension, notify us by e-mail before March 1st, 2026.
- C-Corp Tax Returns are due April 15th, 2026. If you require an extension, notify us by e-mail before March 1st, 2026.
- If this is the first year we are preparing tax returns for this corporation, we require the following:
 - Shareholder/Member Data form must be completed for EVERY owner.
 - Copy of prior year tax return (if applicable)
 - IRS EIN Letter & IRS S-Corp Acceptance Letter (if applicable)
 - NEW for the 2024 tax season, we're excited to offer our new smart digital tax organizer, which will save you time and effort. Give it a try and experience a more efficient tax preparation process!
 - To get started visit <https://portal.sdtaxassociates.com>



Shareholder / Member Data Sheet

(Must complete if: 1) ownership changes or 2) first year we are preparing a tax return for this entity)

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SSN: _____ Is owner "active" in business operations? ☐ Yes ☐ No

Number of Shares or % Ownership: Beginning of year: _____ End of Year: _____

Corp Officer: ☐ Yes ☐ No Title: _____ US Citizen/Resident: ☐ Yes ☐ No

Capital Contributions Made During Tax Year:

Amount: _____ Date: _____

Amount: _____ Date: _____

If this shareholder/member had any change of ownership during the tax year, please provide details of monies exchanges, shares/ownership transferred and dates of changes:



Corporate/LLC Income and Expense Report

We require income and expenses to be reported from a professional software (i.e. QuickBooks), a well-organized spreadsheet, or this document. Do not submit receipts.

If your GROSS income exceeded \$250,000, we require a balance sheet.

Gross Income: _____ Returns/Refunds: _____

| Cost of Good Sold | |
|--------------------------------|--|
| Beginning Inventory | |
| Purchases During Year | |
| Other Cost Of Goods Sold Costs | |
| Ending Inventory | |

| | | | |
|------------------------|--|---------------------------------|--|
| Accounting | | Education/Training | |
| Advertising | | Employee Benefits | |
| Auto Expenses | | Equipment Rental | |
| Bank/Merchant Fees | | Gifts | |
| Cell Phone | | Independent Contractors | |
| Collection Costs | | Insurance: General | |
| Commissions | | Insurance: Building & Equipment | |
| Consulting | | Insurance: Liability | |
| Dues and Subscriptions | | Insurance: Workers Comp | |



Corporate/LLC Income and Expense Report (con't)

| | | | |
|----------------------|--|--------------------------------|--|
| Insurance: Other | | Repairs / Maintenance | |
| Interest | | Software | |
| Internet | | Security | |
| Janitorial/Cleaning | | Supplies | |
| Laundry | | taxes: FTB Franchise Tax | |
| Legal/Professional | | Taxes: Payroll | |
| Marketing | | Taxes: Property | |
| Meals 50% | | Taxes: Other | |
| Meals 100% | | Telephone | |
| Meetings | | Tools | |
| Miscellaneous | | Travel | |
| Office Expense | | Uniforms | |
| Outside Services | | Utilities | |
| Parking Fees / Tolls | | W2 Wages - Employees | |
| Payroll Processing | | <u>W2 Wages - Shareholders</u> | |
| Pension/Profit Share | | Waste Removal | |
| Permits and Fees | | Other: | |
| Postage / Shipping | | Other: | |
| Printing | | Other: | |
| Recruiting | | Other: | |
| Rents | | Other: | |