



## 2018 Corporate Tax Organizer

We appreciate your assistance in providing this necessary information in a timely manner so that our team can file a complete and accurate return on your behalf. If you have any questions, please don't hesitate to contact us. We thank you for the opportunity to serve you and look forward to your continued future business.

This organizer and supplemental information can be uploaded to our secure online portal at [www.alliedfp.com](http://www.alliedfp.com). Instructions on how to upload files to the portal are included at the end of this document. If you do not already have a portal with us, and would like us to create one for you, please contact [tax@alliedfp.com](mailto:tax@alliedfp.com). As providing these files on a flash drive, CD, or through email is less secure we do not recommend these methods.

### General Information Needed

#### Accounting Documents (select one)

- QuickBooks
  - QuickBooks Online – no action is required if we have access to this file. If we are not listed as an accountant user, please “invite us” using [kingersoll@alliedfp.com](mailto:kingersoll@alliedfp.com) as the email address.
  - QuickBooks Desktop Backup - Provide us a backup file (\*.qbb). If you need assistance creating a backup, please contact our office.

**Version Year, User Name & Password:** \_\_\_\_\_

- Other Software File (please explain): \_\_\_\_\_
- No software backup provided, instead the following reports have been provided: Trial balance, General ledger, Profit and loss, and Balance Sheet.

#### New Client Documents (if applicable)

- Prior year tax return
- Depreciation schedules
- Financial statements (if applicable)

#### Bank Account Information

##### **For payment of NYS Franchise Taxes (all clients, select one):**

- Use the same account as last year
- Use a different account – Please include a voided check labeled “franchise fees”

##### **For payment of NYS LLC Fees (if applicable, select one):**

- Use the same account as last year
- Use a different account – Please include a voided check labeled “LLC fees”
- I will file my own NYS LLC Fee payment form

#### Organization Changes:

##### **If there were any changes to the following, please explain:**

- Legal Address - \_\_\_\_\_
- Ownership Percentage - \_\_\_\_\_
- Other changes we should be aware of - \_\_\_\_\_



## Other Information Needed

- 1) Bank statements and bank reconciliations for all cash accounts at year end.
- 2) Information on fixed assets account(s):
  - a. Information on purchases and disposals of fixed assets made during the year
    - i. Copies of invoices
    - ii. If asset was financed, please provide us with a copy of the loan agreement.
- 3) Accounts receivable and accounts payable:
  - a. If the yearend balance on the aging report generated by your accounting software is not correct, please provide a list of the correct balances.
- 4) Yearend inventory balance: \_\_\_\_\_
- 5) Loans receivable, loans payable, and credit cards:
  - a. Yearend statements & reconciliations for each corporate loan and credit card listed on the books
  - b. If your company obtained a new loan during the year, please provide us with a copy of the loan agreement.
- 6) Payroll reports (If we process your payroll OR have online access to your payroll service we do not need this information):
  - a. Quarterly and yearend payroll reports (941s, 940s, NYS-45s)
  - b. Yearend earnings summary
  - c. W-2s and W-3
- 7) Additional out of pocket expenses incurred:
  - a. Vehicle mileage: \_\_\_\_\_
    - i. Please include mileage log
  - b. Purchases made "out of pocket" \_\_\_\_\_  
\_\_\_\_\_
  - c. If you had a home office:
    - i. Square footage of your home: \_\_\_\_\_
    - ii. Square footage of the office: \_\_\_\_\_
    - iii. Expenses paid (utilities, telephone, etc.) \_\_\_\_\_  
\_\_\_\_\_
- 8) Did your business make any payments that would require it to file forms(s) 1099?  Yes  No
  - a. If yes, did your business file or will it file all required form(s) 1099? \_\_\_\_\_
- 9) Did your business have **fewer** than 25 full-time employees, and pay at least 50% of the premiums for each enrolled employee's health insurance coverage **on the health insurance marketplace**?  Yes  No
  - a. If yes, please complete the attached employee health insurance spreadsheet.
- 10) Did your business pay minimum wage to **students** under 20 years old during the tax year?  Yes  No
  - a. If yes, please complete the attached minimum wage tax credit spreadsheet.
- 11) Did you employ a veteran full-time (35+ hours per week) in the past year?  Yes  No
  - a. If yes, please provide employee name(s), start date, and end date (if applicable): \_\_\_\_\_  
\_\_\_\_\_

## **PORTAL UPLOADS: Using File Exchange to Upload Documents**

1. **Log into your portal** at [www.alliedfp.com](http://www.alliedfp.com)
2. **Click on File Exchange** (in the Documents section of the navigation pane on the left)  
*\*\*If you don't see the File Exchange option in the left panel, please contact our office*
3. **Select folder** – Double click on the folder you wish to upload documents into (see description below)  
*\*\*The upload button will not display until a folder is selected.*
4. **Click Upload** - Once you have selected the folder to upload your document into, you will now see the option to upload your file. Click the "Upload" icon in the top tool bar to select your file.
5. **Add Files** - Click the Add files button, navigate to the files you want to upload, select them, and click the Open button.
  - To select files that are listed consecutively, click the first file, press and hold the SHIFT key, and then click the last file.
  - To select multiple files that are **not** listed consecutively, click a file and then press and hold down the CTRL key while you click additional files.
6. **Start Upload** - After you add all of the files that you want to upload, click the Start upload button.  
*Once the window closes your document has been successfully uploaded and we will be notified.*

### **Frequently Asked Questions:**

- **Why did my files disappear?** Once our office retrieves the documents from your portal they will be removed from your online portal and stored in our database. This is so you will be able to upload documents to that folder in the future.
- **What is the size limit for uploading files through File Exchange?** You can upload files of up to 2 gigabytes (GB). When uploading multiple files, each file can be up to 2 GB.
- **Why is it taking so long to download / upload files?** The duration of a download or upload depends on the size of the file and the speed of your internet connection.
- **When I try to upload a file, I receive a message reading "File is missing or empty." Why is this happening?** If you are typing the file name, make sure the location and name are correct, or browse to the file by clicking the Select Files button.



