



*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.***

***SCHEDULE L - 1120S  
IF GROSS RECEIPTS EXCEEDS \$250,000.00, PLEASE PROVIDE ALL DATA BELOW FOR CTS TO COMPLETE  
SCHEDULE-L.***

**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 STATE FRANCHISE: REQUIRED TO BE FILED ANNUALLY WITH ALL RETURNS**

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 TAX RETURN\*\*\***  
WEBFILE contact telephone #: 1-800-252-1381

## **ADDITIONAL SERVICES - NOT INCLUDED WITH TAX PREPARATION**

### **BOOKKEEPING SERVICES**

Offered by Lex Inc, Daniel Dharamsingh

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 & TAX PLANNING - INDIVIDUAL & CORPORATE**

Cost of services vary per client and hourly rates are available. Review of Financial Statement - NOT prepared by our firm  
please provide the following:

Year to Date - Profit & Loss, Balance Sheet, Bank Statement, and Payroll for Officers

\*ADDITIONAL FEES Apply for Consultation and Review of Financial Statements, including Tax Planning\*

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\* PENALTIES & INTEREST WILL NOT BE PAID BY OUR FIRM DUE TO LATE DROP OFF OF DATA \*

\* TAX RETURN WILL NOT BE RELEASED WITHOUT PAYMENT IN FULL \*

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CLIENT SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_ a.m. | p.m.