



DP Financial & Tax, Inc.

8282 S. Memorial Dr. Ste. 102, Tulsa OK, 74133
 Ph: 918.392.7879 Fax: 918.392.7079

CORPORATION OR PARTNERSHIP TAX ORGANIZER

General Information	
Company Name	
Company Address	
SSN# / EIN#	
Entity Type	S Corp LLC Partnership Sole Proprietor
Does the business currently have a written business succession plan?	Yes _____ No _____
Does the business currently have a key man life insurance policy?	Yes _____ No _____
Do you want DPFT to complete a Form 901(Business Personal Property Rendition)?	Yes _____ No _____
Did you have contract labor in 2011?	Yes _____ No _____
*If Yes, did you file your 1099's?	Yes _____ No _____

Shareholder / Partner - One	*If more than (2) shareholders/partners, provide info on separate page
Name	
Address	
SSN # - Cell #	-
Owner Contributions to Business	
Owner Withdrawals	
% of Ownership	Any changes of Ownership?

Shareholder / Partner - Two	
Name	
Address	
SSN # - Cell #	-
Owner Contributions to Business	
Owner Withdrawals	
% of Ownership	Any changes of Ownership?

QUICKBOOKS FILE?	YES / NO	Password	QB's Version
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Are any employees or their spouses, a registered member of an Indian tribe <u>AND</u> possess a CDIB card? Yes _____ No _____			
Name: _____	SS#: _____	Gross Wages:\$ _____	Health Insurance:\$ _____
Name: _____	SS#: _____	Gross Wages:\$ _____	Health Insurance:\$ _____
Name: _____	SS#: _____	Gross Wages:\$ _____	Health Insurance:\$ _____

Does the company pay health insurance premiums for employees? Yes _____ No _____ If yes, please provide the following
1) List of Employees
2) Total annual hours per employee
3) Total premiums paid for each employee by employer



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Auto and Truck Expense	\$\$	NOTES FOR INPUT
Fuel *N/A if in QB		
Repairs / Maintenance *N/A if in QB		
Insurance *N/A if in QB		
Other *N/A if in QB		

Vehicle 1 Make & Model:	
Mileage: 01/01/11 _____ 06/30/11 _____	Mileage: 07/01/11 _____ 12/31/11 _____
Business Mileage	Business Mileage
Personal Mileage	Personal Mileage
Business Owned ? Y / N	
Vehicle 2 Make & Model:	
Mileage: 01/01/11 _____ 06/30/11 _____	Mileage: 07/01/11 _____ 12/31/11 _____
Business Mileage	Business Mileage
Personal Mileage	Personal Mileage
Business Owned ? Y / N	
How did you come up with the mileage amount?	
Written Log _____ Oil Change _____ Appointment Log _____ Other _____	

Asset Sales/Disposition	Date Out of Service	Date Sold	Selling Price	Trade-In?
Asset 1 -				
Asset 2 -				
Asset 3 -				
Asset 4 -				

No need to complete the following sections if providing QuickBooks File

Income Worksheet

Part 1- INCOME	\$\$	Part II - Cost of Goods Sold	\$\$
Gross Receipts or Sales		Inventory at beginning of year	
Returns and Allowances		Purchases	
Other Income -		Inventory at end of year	
Other Income -		Cost of Labor (Not salary to you)	
Other Income -		Materials and Supplies	
Other Income -		Other Costs -	

How did you come up with gross revenue? 1099s QuickBooks Merchant Services
 Cash Totals Bank Statements



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Asset Listing

Asset Purchases	Date Purchased	\$\$	Land Value?	Date Placed in Service	New or Used?
Asset 1 -					
Asset 2 -					
Asset 3 -					
Asset 4 -					
Asset 5 -					
Asset 6 -					
Asset 7 -					
Asset 8 -					

Balance Sheet Items

Description	01/01 Balance	12/31 Balance
Cash in Bank <i>(list if more than one)</i>		
1		
2		
Accounts Receivable		
Credit Cards/ Other Current Liabilities		
1		
2		
3		
Accounts Payable <i>(short term debts)</i>		
Loans or Mortgages/Long Tem Liabilities		
1		
2		
3		
Owner 1 Cash/Property Contributions		
Owner 1 Cash/Property Distributions		
Owner 2 Cash/Property Contributions		
Owner 2 Cash/Property Distributions		

Schedule C Only

Home Office Use - Expenses	\$
	Electric / Gas
	Property Taxes
	Homeowners Insurance
	Mortgage Interest
	Repairs/Maintenance
	Other Expenses
	Sq. Ft. of Office
	Sq. Ft. of Home
Depreciation of Home	
	Cost Basis of Home
	Land Value of Home
	Date Placed in Service
	Cost Basis of Home
	Prior Depreciation

1. Whose name is on the loan(s)? If partner(s), which one?

Partner: _____

Loan: _____

Partner: _____

Loan: _____

2. Did any partner(s) personally guarantee the loan? Yes or No

3. If yes, which partner(s) guaranteed the loan and what amount was guaranteed?

Partner: _____

Amount: \$ _____

Partner: _____

Amount: \$ _____