2019 Business Tax Organizer

RETIREMENT DESIGN AND MANAGEMENT, INC
TAX AND BUSINESS ADVISORS, LLC

1. Does the Business have any Foreign Accounts? Yes/No

2. Did the Business make any Estimated Tax Payments? If so, provide amounts and dates of payments.

3. Does the Business have any loans to or from any Shareholders? If so, provide amount.

4. Did you offer health insurance coverage to all of your full time employees?Yes/No

5. Did you reimburse health insurance costs to your employees or partners?Yes/No

6. Did you pay any personal expenses from your S-Corp account? If yes, please list dates, amounts, payees and from which account.

7. Did you pay for any life insurance with S-Corp dollars? Yes/No

8. Did you pay for any disability insurance or long term care insurance with S-Corp dollars? Yes/No

9. Did you lend money to any non-related party? Yes/No

10. Did you buy any equipment, automobiles or computers? Yes/No

11. Did you borrow money personally from your S-Corp? Yes/No

12. Did your S-Corp borrow money from any bank, person or brokerage account? Yes/No

13. Do you have a dedicated checking account for the S-Corp (no commingling with personal funds)? Yes/No

14. Do you have a dedicated credit card for S-Corp expenses (no commingling with personal funds or expenses)? Yes/No

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Please provide the documents below (If available) for us to complete your taxes:

- ☐ W2 from your employer(s).
- ☐ Any K-1 received from at S-Corporation or Partnership you have received
- ☐ 1099-INT from your financial institution(s). If we manage assets this is not necessary
- ☐ 1099-DIV from your financial institution(s). If we manage assets this is not necessary
- ☐ 1099-R from your pension or retirement provider(s).
- ☐ W2G from your gambling winnings.
- ☐ SSA-1099 from Social Security Administration.
- ☐ RRB-1099 from US Railroad Retirement Board.
- ☐ 1099-MISC from your other income sources.
- ☐ All charitable contribution statement(s) from your charity organization(s).
- ☐ Unemployment compensation 1099-G from the government.
- ☐ 1099-Q from qualified education program(s).
- ☐ Income and expenses for your business(es).
- ☐ Consolidated 1099 or 1099-B from your broker or barter transaction(s).
- ☐ Your rental income, expenses and Rental Address.
- ☐ Your farm income and expenses.
- ☐ K1 from your pass-through entities.
- ☐ Student loan interest form 1098-E from your student loan servicer(s).
- ☐ A 1098 mortgage interest statement from your bank or mortgage lender.
- ☐ 1095-A from Health Insurance Marketplace.

- ☐ Health/medical savings distribution form, from your bank or financial institution.
- ☐ Tuition statement from your college or post-secondary education institution(s).
- ☐ State refund 1099-G from the government
- ☐ 2018 Tax Return (Not needed if H&H filed your Taxes in 2018)
- ☐ Statements for any debt that was canceled or forgiven.