Company Name

Questions

2023 Tax Reporting Checklist

S Corporation (Form 1120S)

This checklist MUST be completed and provided to REB CPA before tax reporting preparation will begin.

PROVIDE EXPLANATIONS FOR ALL "YES" ANSWERS

A "Yes" answer means the item is applicable and additional information must be provided

A "No" answer means the item is not applicable and additional information is NOT required

General		Yes	No
Change in owner information (i.e. names, mailing addresses). Provide updated information. Change in company ownership (i.e. new stock issuance, transfer of ownership). Provide updated information. New business loan or refinance any business loans. Provide a copy of loan documents Portion of residential home used as the "Primary" office for the company, when there is no seperate owned or leased primary office for the company. Complete the REB Worksheet - Business Use of Home. Company Accounting Provide green the company's financial activity maintaned in a formal accounting software. The items below MUST be completed before submitting a copy of the company's formal accounting to REB CPA or providing REB CPA access to the company's accounting. Reconcile all bank account balances to bank "statements" as of the end of the tax year. Reconcile all bank account balances to bank "statements" as of the end of the tax year. Reconcile all loan accounts to loan "statements" as of the end of the tax year. Set the "Closing Date" in the accounting software to the end of the tax year. Set the "Closing Date" in the accounting software to the end of the 2023 tax year (important to avoid indivertent changes to a closed tax year). Cupitalized Assets Provide information ended to disposition of the company's business activity. Complete the REB Worksheet - Business Use of Company-Owned Vehicles. Company purchased business assets (i.e. equipment, vehicles) greater than \$2,500 per item. Provide prices documentation for these asset purchases. Information Reporting The company used payments to third parties for services exceeding \$600 per individual or entity in	General		
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	accordance with IRS information reporting requirements.		
The company prepared and submitted Forms 1099-MISC and/or Form 1099-NEC related to the	The company prepared and submitted Forms 1099-MISC and/or Form 1099-NEC related to the		-
payments mentioned above.	payments mentioned above.		

Please provide explanations below for all "Yes" answers below.	-	
www.rebingamancpa.com/forms-business		
The REB Worksheets are conveniently located on our web site:		
REB Worksheets		
information.		
Business Events There were "significant" changes in the business or operations during the year. Provide information. There will be a "significant" increase or decrease in income and/or deductions next year. Provide		
 Tax Payments Estimated tax payments were paid for the 2023 tax year. Provide a completed REB Worksheet - Tax Payments to confirm payment information. Estimated tax payments were paid for the 2024 tax year. Provide a completed REB Worksheet - Tax Payments to confirm payment information. 		
from the IRS prior to the end of the 2023 tax year. The company applied for the Employee Retention Tax Credit (ERTC), and received tax refunds from the IRS during the 2023 tax year.		
Economic Stimulus for Business The company applied for the Employee Retention Tax Credit (ERTC), but has not received approval		
 Retirement Plans The company has a qualified retirement plan. Provide the name of plan. All employee "deferral" contributions deducted from employee paychecks via payroll processing have been funded into the plan for 2023 plan year. Provide information Employer "Profit Sharing" contributions for the prior 2023 plan year (up to 25% of W-2 wages) have been funded into the plan. Provide information. Do you have an interest in establishing a retirement plan for the 2022 plan year? If you paid W-2 wages, you are eligible to establish a plan up until the due date of the tax return (including extension) 		
Multi-State Reporting The company owned or rented property located in more than one state. Provide information. The company has employees residing in more than one state. Provided information. The company had greater than \$100,000 in gross receipts per state from sales to customer destinations in states other than the company's primary state. Provide Information.		
REB CPA prepared and submitted Forms 1099-MISC and/or Form 1099-NEC related to the payments mentioned above.		

