

Provide the following information for any shareholder who was an officer or 2% or more owner of the Corporation during the year.

Shareholder/officer name	Wages paid to the shareholder or officer	Health insurance premiums paid for shareholder during the year	Capital contributions made by the shareholder during the year	Shareholder loans to the Corporation during the year	Loans repaid by the corporation to the shareholder during the year

Corporation Balance Sheet

Corporation assets at year end		Corporation Debts and Equity at year end	
Bank account end of year balance	\$	Accounts payable at year end	\$
Accounts receivable at end of year	\$	Payables less than 1 year	\$
Loans to Shareholders	\$	Payables more than 1 year	\$
Mortgages and loans held by Corp.	\$	Capital stock (Common)	\$
Stocks, bonds and securities	\$	Loans from shareholders	\$
Other current assets (describe)	\$	Retained Earnings	\$

Income

What were the business gross receipts or sales for the year?	\$
What portion of gross sales listed above was refunded or returned?	\$
What were the gross receipts from rental property owned by the Corporation <i>(Do not include rental income in gross receipts for the business activity)</i>	\$
Did the Corporation have any other income from this business activity not included in gross receipts above? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(If the Corporation had investment or capital gain income for the year, complete Interest/Dividend and/or Capital Gains Worksheets on Pages of this Organizer)</i>	
Describe any other income of the Corporation not included elsewhere in this Organizer.	

Cost of Goods Sold (COGS)

Business such as restaurants, retail sales and manufacturing generally must account for COGS. COGS include all costs associated with manufacturing a product or purchasing a product for resale.

Do you manufacture or produce a product for sale to customers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you operate a wholesale or retail business where you maintain an inventory of goods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What was the opening cost of inventory on the first day of the year?	\$
What was the cost of purchases of product (less cost of items withdrawn for personal use)?	\$
Cost of labor related to sale or production of goods held for sale	\$
Materials and supplies used in manufacture or sales production	\$
Other costs related to sale of goods <i>(list on separate detail worksheet)</i>	\$
Closing inventory at end of year	\$

Business Expenses		Business Expenses	
Advertising	\$	Supplies and small tools <i>(Do not include equipment purchases – see Depreciation Worksheet below)</i>	\$
Commissions and fees	\$	Taxes and licenses <i>(Provide breakdown of different taxes paid)</i>	\$
Contract labor <i>(You must issue a 1099 Misc to any unincorporated entity to whom you paid \$600 or more for the year)</i>	\$	Travel <i>(See additional Travel Expense Worksheet on Page 5 of this organizer)</i>	\$
Depreciation <i>(See Asset Worksheet shown below on this page)</i>	\$	Local meals and entertainment <i>(Show meal expenses incurred while traveling on Page 5 of this Organizer)</i>	\$
Employee benefit programs <i>(include employee health insurance except for 2% or more shareholders)</i>	\$	Utilities <i>(Do not include home office utility expenses)</i>	\$
Insurance <i>(other than health)</i>	\$	Officer Wages & Compensation <i>(Including 2% shareholder health insurance premiums paid)</i>	\$
Mortgage interest <i>(paid to banks etc.)</i>	\$	Wages & Salaries <i>(W2s issued)</i>	\$
Other interest <i>(do not include auto or home loan interest)</i>	\$	Cell phone <i>(100% of charges)</i> Business use %	\$ %
Legal and professional services	\$	Telephone expense <i>(Do not include cost of main home phone line)</i>	\$
Office expense <i>(Do not include equipment purchases – see Depreciation Worksheet below)</i>	\$	Other Expenses <i>(List below)</i>	
Pension and profit sharing plans	\$		
Rent or lease <i>(vehicles, machinery, and equipment)</i>	\$		
Rent <i>(office, leasehold, storage)</i>	\$		
Repairs and maintenance	\$		
Parking & tolls	\$		
Charitable contributions	\$		
Professional continuing education	\$		
Internet service	\$		

Asset Depreciation Worksheet					
<ul style="list-style-type: none"> You must report the purchase and disposition of all assets you used in your business. For each asset bought or sold, provide the following information: 					
Assets purchased listing			Assets sold or disposed of listing		
Description	Date Bought	Cost	Description	Disposition date	Sales price

Travel Expense Worksheet

Meal Per Diem (Important facts)

- For each day a 2% shareholder of the company traveled away from home for business outside the metro area the Corporation may choose between claiming the actual cost of shareholder meals or a daily per diem amount.
- For each day a non-shareholder employee of the company traveled away from home for business outside the metro area the Corporation may choose between claiming the actual cost of employee meals and or lodging or a daily per diem amount.
- The daily per diem amount varies depending on the city and country you traveled to. To calculate the per diem the Corporation is entitled to claim, provide a detailing of each city traveled to during the year and the number of days in each city.
- The Corporation can alternate between actual expenses and the per diem method for each business trip, however it may not use both per diem and actual for the same business trip.
- The company may claim partial per diem if an employee or shareholder traveled outside metro area for less than a full day.

City visited (for meal per diem)	# of days in city	City visited (for meal per diem)	# of days in city
Airfare	\$	Bus, train, taxi	\$
Lodging	\$	Parking & tolls	\$
Entertainment	\$	Other travel (describe below)	\$
Meals - actual receipts (Do not include cost of meals where you are claiming the daily per diem rate)	\$		

Information relating to deductions and credits the Corporation may qualify for. Answer "Yes" or "No" and provide information as applicable.	Yes	No	Details
Did the Corporation purchase a hybrid or alternative fuel vehicle during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation pay wages to any employees who were members of a targeted group?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation initiate a new 401K plan during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation pay for disabled access equipment or improvements during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Corporation provide for or reimburse employees for Childcare expenses during the year?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the corporation manufacture or build a product inside the United States? If so, the following additional information will be needed to complete the Corporation's return: <ul style="list-style-type: none"> • Gross receipts from sales of domestically produced product • Cost of domestically produced goods • Expenses, deductions or losses directly allocable to the domestic product • Expenses, deductions or losses indirectly allocable to the domestic product. • Form W2 wages paid for the year 	<input type="checkbox"/>	<input type="checkbox"/>	

Business Use of Automobile

- The IRS closely scrutinizes business-use of automobiles. The following information must be provided for all business use of corporation-owned or shareholder-owned vehicles.
- If you used your automobile for active conduct of your business, you can claim expenses for business use of your vehicle. The Corporation must have proof of vehicle business use in the form of a mileage log or a written calendar unless it can show your vehicle was 100% business use.
- The Corporation may be eligible to claim a standard mileage rate for 2007 or claim actual operational expenses for vehicles owned by the Corporation or its shareholders. In either case, the Corporation must maintain written records to support the deduction claimed.
- For each employee the Corporation paid auto-expense reimbursements during the year, the Corporation should maintain a written record of the expenses incurred and the reimbursements paid

Provide the following information for each vehicle used in the business

Purchase price of vehicle

Description (Model and year of vehicle)

Date vehicle was first used in your business

For this tax year only, enter the number of miles your vehicle was used for:

Business miles (not including commute miles)

Commuting miles

All other personal-use miles

Interest paid on auto loan used to purchase this vehicle

\$

Was the vehicle available for personal use? Yes No Was the vehicle used primarily by a 5% or more owner of the Corporation? Yes No Is another personal-use auto available? Yes No Was the standard mileage rate used last year? Yes No **Additional Questions for Corporations Providing Vehicles for Use by Employees**

Does the Corporation maintain a written policy prohibiting all personal use of company vehicles?

Yes No

Does the Corporation maintain a written policy prohibiting all use except commuting?

Yes No

Does the Corporation treat all use of vehicles by employee as personal use?

Yes No

Does the Corporation provide more than five vehicles to employees and keep records?

Yes No **Automobile Expenses**

(list these expenses if the corporation is NOT claiming the standard mileage rate)

Garage rent	\$	Repairs	\$
Gas	\$	Tires	\$
Insurance	\$	Tolls	\$
Licenses	\$	Registration fees	\$
Oil	\$	Other expenses (list):	\$
Parking fees	\$		\$
Lease payments	\$		\$

Sale of stock or other property

- Please attach copies of year-end brokerage statements relating to stock sales
- If real estate was sold during the year, provide copies of closing papers

Description of property sold	Date purchased	Purchase Price	Date Sold	Sales Price

Additional Information for State and Local Returns

- If the corporation did business inside the City of Portland, Multnomah County, or did business in other cities or states, it may be necessary to file additional tax returns for the applicable cities and states.
- In situations where the corporation operated a business location or had employees outside Oregon and inside Oregon, it is necessary to apportion income between Oregon and the other states.

Did the corporation conduct business inside the City of Portland? Yes No If yes, what portion of the gross receipts of the corporation were from activities inside the City? \$ _____

Did the corporation conduct business inside the Multnomah? Yes No If yes, what portion of the gross receipts of the corporation were from activities inside the County? \$ _____

Did the corporation conduct business in more than one state? Yes No
If yes, please apportion income by state.

State name _____ Income apportionment \$ _____ Payroll apportionment \$ _____

State name _____ Income apportionment \$ _____ Payroll apportionment \$ _____

State name _____ Income apportionment \$ _____ Payroll apportionment \$ _____

State name _____ Income apportionment \$ _____ Payroll apportionment \$ _____

Did the corporation conduct business in any cities other than Portland Metro? Yes No If yes, provide the names and income earned in these cities _____

Taxpayer certification

I hereby certify that I have truthfully and accurately, to the best of my knowledge and ability, provided Pacific Northwest Tax Service with all information requested on this Corporation Organizer and that I have answered fully and truthfully to all questions and requests for information from Pacific Northwest Tax Service personnel.

While I am legally liable for the accuracy of my own tax return, I understand it is the policy of Pacific Northwest Tax Service to accept responsibility for penalties and interest that may be owed to the IRS due to a preparation error that is the fault of Pacific Northwest Tax Service. I agree not to hold Pacific Northwest Tax Service responsible for errors or omissions made on my return because I withheld information or failed to provide Pacific Northwest Tax Service information necessary to complete my tax return accurately.

I also understand that Pacific Northwest Tax Service will charge a fee for the preparation of my tax return (and/or time spent) based on the posted Price Schedule. I agree to pay Pacific Northwest Tax Service based on the posted Price Schedule. If I fail to pay for this service, Pacific Northwest Tax Service may use information gained while preparing my return for collection purposes.

Authorized Signature

Date