

## Business Tax Organizer for New Clients

Information			
<b>Business Name:</b>			
<b>Business Address:</b>			
<b>Bus. e-mail:</b>		<b>Bus. Phone:</b>	
<b>Bus. Fax</b>			
<b>Effective date of election as an S corporation:</b>			
<b>Federal employer identification number:</b>			
<b>State identification number:</b>			
<b>State Charter number:</b>			
<b>Date incorporated:</b>			
<b>Method of accounting:</b>	<input type="checkbox"/> Accrual <input type="checkbox"/> Cash <input type="checkbox"/> Other		
<b>CEO Name:</b>			
<b>CEO Address:</b>			
<b>Start-up Costs:</b>		<b>Organizational Costs:</b>	
<b>Capital stock value:</b>		<b>EOY Bank Cash: (12/31 bank balance)</b>	
<b>Shareholder Name</b>	<b>Address</b>	<b>SS#</b>	<b>% owned</b>

**As you know, corporations and LLCs are required to hold annual meetings and update their corporate/LLC book yearly. We can assist you in keeping your corporate records. Check the appropriate box below if you would like assistance with company records or agreements.**

<input type="checkbox"/>	<b>Corporate/LLC Book</b>	<input type="checkbox"/>	<b>Annual Meeting Resolutions</b>	<input type="checkbox"/>	<b>Company Agreements</b>
<input type="checkbox"/>	Articles	<input type="checkbox"/>	Year(s) _____	<input type="checkbox"/>	Lease
<input type="checkbox"/>	By-laws	<input type="checkbox"/>	Year(s) _____	<input type="checkbox"/>	Notes
<input type="checkbox"/>	Meeting Minutes	<input type="checkbox"/>	<b>Other Services</b>	<input type="checkbox"/>	Ind. Contractor
<input type="checkbox"/>	Stock Certificates	<input type="checkbox"/>	Bookkeeping	<input type="checkbox"/>	Buy/Sell/Control
<input type="checkbox"/>	Stock Accounts	<input type="checkbox"/>	Quickbooks Training	<input type="checkbox"/>	Strategic Alliance
<input type="checkbox"/>	Agreements	<input type="checkbox"/>	MS Office Training	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____





# Berrett Financial Group, Inc.

13965 Chinden Blvd., Ste. 110  
 Boise, ID 83713  
 Phone: 208.887.1817 Fax: 208.955.5008

## Balance Sheet

Required ONLY if assets or annual sales are greater than \$250,000

<b>Assets</b>	<b>Beginning of 2003 Tax Year</b>	<b>End of 2003 Tax Year</b>
1) Cash		
2) Trade notes and accounts receivable		
▪ (Less allowance for bad debts)		
3) Inventories		
4) US government obligations		
5) Tax-exempt securities		
6) Other current assets (attach schedule)		
7) Loans to shareholders		
8) Mortgage and real estate loans		
9) Other investments (attach schedule)		
10) Buildings and other depreciable assets		
▪ Less accumulated depreciation		
11) Depletable assets		
▪ Less accumulated depletion		
12) Land (net any amortization)		
13) Intangible assets (amortizable only)		
▪ Less accumulated depreciation		
14) Other assets (attach schedule)		
15) Total assets		
<b>Liabilities and Shareholders' Equity</b>	<b>Beginning of Tax Year</b>	<b>End of Tax Year</b>
16) Accounts payable		
17) Mortgages, notes, bonds payable in 1 year		
18) Other current liabilities (attach schedule)		
19) Loans from shareholders		
20) Mortgages, notes, bonds payable in 1 year or more		
21) Other liabilities (attach schedule)		
22) Capital stock		
23) Additional paid-in capital		
24) Retained earnings		
25) Adjustments to shareholders' equity (attach schedule)		
26) Less cost of treasury stock		
27) Total liabilities and shareholders' equity		