

NW Tax & Accounting, LLC

561 NW Van Buren Ave
Corvallis, OR 97330
kelly@nwtaxaccountingllc.com
Phone: (541)738-4313 | Fax: (541)738-4312

December 26, 2023

:

Income tax time is just around the corner! The enclosed packet has been provided to assist in gathering information to prepare the corporation's 2023 tax return. Review the entire packet and answer any questions that apply.

Once the tax information is ready for 2023, call to make an appointment. Bring this packet and all supporting documents to your tax-preparation appointment. Contact the office at (541)738-4313 if you have any questions, need additional information, or need to review the corporation's current situation or plan for any year-end changes. We appreciated having the opportunity to prepare your 2022 corporate tax return and look forward to working with you again this year.

Sincerely,

Kelly Mueller, EA Ltc
NW Tax & Accounting, LLC

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December 26, 2023

Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

- * Interviews regarding your tax situation
- * Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- * Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (541)738-4313.

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December 26, 2023

Subject: Preparation of 2023 Tax Returns

Greetings

Thank you for choosing NW Tax & Accounting, LLC to assist with the 2023 taxes for . We are pleased to confirm our understanding of the arrangements for your income tax return(s). This letter confirms the services you have asked our firm to perform and the terms under which we have agreed to do that work. Please read this letter carefully because it is important to both our firm and you that you understand what you can and cannot expect from our work. In other words, we want you to know the limitations of the services you have asked us to perform. If you are confused at all by this letter or believe we have misunderstood what you need, please call us before you sign it.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on the heirs, successors and assigns of you and us. The Internal Revenue Service imposes penalties on taxpayers, and on us as return preparers, for failure to observe due care in reporting for income tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangements. We will prepare the returns from information which you will furnish to us. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. We will furnish you with any questionnaires and/or worksheets that you request to guide you in gathering the necessary information. Your use of such forms will assist us in keeping our fee to a minimum. To the extent we render any accounting and/or bookkeeping assistance, including (but not limited to) telephone calls, letters, emails and 3rd party consultations it will be limited to those tasks we deem necessary for preparation of the returns and will be billed at our standard billing rate of \$150 per hour, billed in ¼ hour increments.

Tax Preparer Responsibilities

1. We will prepare your 2023, and only your 2023 Federal and **Residential State/Cities:** _____ Partnership Income Tax Form 1120S and the related Federal and **Residential State/Cities** Partnership Form 1065 income tax return schedules from information you furnish us. We will not audit, review, compile or otherwise verify the data you submit although we may ask you to clarify some of the information. Our minimum fee to prepare a partnership federal tax return is \$1,100, and your fee will be based upon our fee per form schedule plus any hourly charges incurred as discussed above. We are not responsible for returns prepared by other preparers. ***If you have taxable activity in a state/city other than that specifically listed you are responsible for providing our firm with all information necessary to prepare any additional applicable state(s) or local income tax returns as well as informing us of the applicable states. We will prepare only those state/city returns specifically listed above.***

2. ***We are responsible for preparing only the specific Federal Form 1120S partnership income tax forms for the specified reporting agencies listed above. Any other requested services, forms or other actions on our part require a separate written, signed engagement letter. In the absence of written communications from us documenting such services, our services will be limited to and governed by the terms of this engagement letter. Our services are not intended to determine whether you have filing requirements in taxing jurisdictions other than the one(s) which you have requested in the paragraph above. Our firm is available under the terms of a separate written engagement letter to provide a nexus study that will enable us to determine whether any other state tax filings are required.***

Taxpayer Responsibilities

3. Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts, and estates) having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having an aggregate value exceeding \$10,000 in a foreign country,

shall report such a relationship. Although there are some limited exceptions, filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s). For example, a corporate-owned foreign account would require filings by the corporation and by the individual corporate officers with signature authority. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties. ***If you do not provide our firm with information regarding any interest you may have in a foreign account, we will not be able to prepare any of the required Income Tax related forms, and penalties may be due, for which we have no responsibility. In the absence of such information being provided we will presume you do not have any foreign assets or financial interests and will not file any applicable disclosure forms without separate written authorization.***

4. If you and/or your entity have a financial interest in any foreign accounts, you are also responsible for filing Form FinCen 114 required by the U.S. Department of the Treasury on or before April 15th of each tax year. US citizens are required to report worldwide income on their US tax return.

5. In addition, currently the Internal Revenue Service, under IRC §6038 and §6046, requires information reporting if you are an officer, director or shareholder with respect to certain foreign corporations (Form 5471); foreign-owned U.S. corporation or foreign corporation engaged in a U.S. trade or business (Form 5472); U.S. transferor of property to a foreign corporation (Form 926)); and, for taxable years beginning after March 18, 2020, if you hold foreign financial assets with an aggregate value exceeding \$50,000 (Form 8938) Therefore, if you fall into one of the above categories **you** may be required to file one of the above listed forms. Failure to timely file may result in substantial monetary penalties. By your signature below, you accept responsibility for informing us if you believe that you fall into one of the above categories and you agree to provide us with the information necessary to prepare the appropriate form(s). We assume no liability for penalties associated with the failure to file or untimely filing of any of these forms.

6. You acknowledge that you have reported all 2023 income you received including barter, crypto-currency, consumer-to-consumer activity, cash based revenues and all other income whether received in-person, in-kind, or electronically. You also confirm that you have or will timely file any applicable Forms W-2 and W-3 with the Social Security Administration.

Other Items

7. Our fee does not include responding to inquires or examination by taxing authorities or third parties, for which you will be separately billed for time and expenses involved. However, we are available to represent you and our fees for such services are at our standard rates and would be covered under a separate engagement letter. You agree to immediately notify us upon the receipt of any correspondence from any agency covered by this letter. Please do not respond to or click on any links from emails purportedly from the IRS-the IRS never initiates correspondence via email and any such emails are attempts to steal your identity. Additionally in order to protect your identity we will verify your id, birthdate and social security number when you call or visit our office.

8. It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns, including but not limited to the auto, travel, entertainment, and related expenses and the required documents to support income and expenses for three years from the filing date. If you have any questions as to the type of records required, please ask us for advice in that regard. It is also your responsibility to carefully examine and approve your completed tax returns before signing and mailing them to the tax authorities. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest. We will rely, without further verification, upon information you provide to us from 3rd parties including, but not limited to, K1's, 1099's, 1098's, and receipts and similar items. ***We DO NOT automatically file tax extensions for clients-you must notify us in writing, email or fax if you wish us to file an extension, and the notification should include your estimate of any balance due with the extension. We must receive your information by March 1 in order to complete your return in a timely manner and information received after that date may cause your return to be extended and completed after the March 15 due date. Failure to file an extension may make you subject to various penalties and interest.***

9. We will use our professional judgment in preparing your returns. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. We will adopt whatever position you request on your return so long as it is consistent with the codes, regulations, and interpretations that have been promulgated. If the Internal Revenue Service should later contest the position taken, there may be an assessment of additional tax plus

interest and penalties. We assume no liability for any such additional penalties or assessments. ***When a partnership reduces self-employment income there is also a reduction in earned income reported to the Social Security Administration, which could reduce current and future benefits for the taxpayer and his or her dependents. You acknowledge and agree to the current tax reduction and also acknowledge and agree to the potential negative effects on future social security benefits for you, your spouse and any dependents.***

10. New privacy laws were established by the IRS effective January 1, 2021 and we are now prohibited from providing confidential information or copies to anyone other than you without your specific, written authorization. To comply with these new regulations we provide all copies of all returns to you in a secure web portal as discussed below. In the interest of maintaining service quality and timeliness, we may use a 3rd party service provider to assist us in the use of technology to facilitate compliance with disclosure and storage of your tax information. We and the 3rd party provider have established written procedures and controls designed to protect client confidentiality and maintain data security.

11. If we are asked to disclose any privileged communication, unless we are required to disclose the communication by law, we will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay any and all reasonable expenses that we incur, including legal fees, that are a result of attempts to protect any communication as privileged. In addition, your confidentiality privilege can be inadvertently waived if you discuss the contents of any privileged communication with a third party, such as a lending institution, a friend, or a business associate. We recommend that you contact us before releasing information to a third party.

12. It is our policy to keep records related to this engagement for three years after which they are destroyed. ***However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for three years for possible future use, including potential examination by any government or regulatory agencies.***

13. In the interest of facilitating our services to you, we utilize a secure web portal. Your use of this portal must comply with our standards of use, and as owners of the portal we retain the right to limit and deny use of the portal for inappropriate purposes. Your access to files maintained on the portal will be terminated no later than 30 days after the earlier of your or our termination of services under this agreement or March 15, unless we are notified in writing of your desire to extend your tax return. All confidential information sent to you or third parties (at your direction), as well as the portal will be password protected. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent and consent to our use of these devices during this engagement.

14. From time to time during our relationship, you may seek our advice with regard to potential investments. We are not investment advisors unless **specifically and in writing by separate agreement hired for that purpose.** Accordingly, we suggest that you seek the advice of qualified investment advisors appropriate to each investment being considered. Unless otherwise specifically agreed to in a separate engagement letter signed by both parties, we will not advise you regarding the economic viability or consequences of an investment or whether you should or should not make a particular investment.

15. Payments for billings are due upon receipt and billings become delinquent if not paid within 30 days of the invoice date. If you are delinquent in payment your account may be subjected to collection actions and you will become additionally responsible for collection, legal, administrative, court and any other fees incurred by us in collecting your delinquent account. If billings are not paid within 60 days of the invoice date, at our election, we may stop all work at our discretion until your account is brought current, or we may withdraw from this engagement. You acknowledge and agree that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to you for any damages that occur as a result of our ceasing to render services. Our services will conclude upon delivery of the completed income tax returns discussed above or upon our suspension of services or resignation from the engagement.

16. In recognition of the relative risks and benefits of this agreement to both the client and the accounting firm, the client and the accounting firm have discussed and have agreed on the fair allocation of risk between them. As such, the client agrees, to the fullest extent permitted by law, to limit the liability of the accounting firm to the client for any and all claims, losses, costs, and damages of any nature whatsoever, so that the total aggregate liability of the accounting

firm to the client shall not exceed the accounting firm's total fee for services rendered under this agreement. The client and the accounting firm intend and agree that this limitation apply to any and all liability or cause of action against the accounting firm, however alleged or arising, unless otherwise prohibited by law. Both parties agree that there is a one-year limitation period to bring a claim against us for errors and omissions. The one-year period will begin upon the date of the tax professional's signature on the tax returns covered by this engagement letter.

17. From time to time various third parties may request that we sign, for you, some verification of income, employment or tax filing status. Because we were engaged only to prepare your income tax return, without examination, review, audit or verification our insurance carriers as well as the state board of accountancy prohibit us from signing any such document and we suggest that you have the third party send IRS Form 4506 to the IRS to obtain such verification.

18. Notwithstanding anything contained herein, both the accountant and client agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into at Accountant's office located in Benton County, Oregon, USA, and Benton County, Oregon, USA, shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Oregon.

19. In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

20. While we are, of course, available to provide you with tax and business planning services, it is our policy to put all advice upon which a client might rely into a written memorandum prior to you relying on such advice. We believe this is necessary to avoid confusion and to make clear the specific nature of our advice. You should not rely on any advice that has not been put into writing for you.

21. We appreciate the opportunity to serve you. Please date and sign the enclosed copy of this letter to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement. It is our policy to initiate services after we receive the executed engagement letter. If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

Thank you for the opportunity to be of service. For further assistance with your tax return needs, contact our office at (541)738-4313.

Sincerely,

Kelly Mueller, EA Ltc
NW Tax & Accounting, LLC

I(We) have read the above terms of the engagement letter and agree with the terms of this engagement.
Accepted By:

Tax matters representative

Date

Checklist

Corporation Name:

EIN:

Checklist

This checklist is provided to help you gather necessary information to prepare your 2023 corporate tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2022 tax year.

Accounting and Payroll Information

- Federal, state, and local tax returns for the prior two years
- General ledger
- Balance sheet
- Profit and loss statement by activity
- Payroll reports showing employee gross wages and employer taxes paid for the year
- Copy of Form 2553, Election by a Small Business Corporation (if available) and the S election acceptance letter from the IRS.
- Copy of Forms 1096, 1099, W-2, and W-3 filed by the corporation

Other Income and Revenue

- Documentation of brokerage transactions and disposition of capital assets (Form 1099-B)
- Credit card, debit card, and third-party network transactions (Form 1099-K)
- Miscellaneous income (Form 1099-MISC)
- Nonemployee compensation (Form 1099-NEC)
- Gambling income (Form W2-G)
- Income from partnerships, estates, and trusts (Schedule K-1)
- Farm income (Schedule F)

Fixed Asset Information

- Supporting depreciation schedules for the prior two years
- Assets purchased or newly placed in service (provide description, date acquired, purchase price, and any trade-in allowance)
- Assets disposed of during the year (provide description, date of disposition, sales proceeds, and any trade-in allowance)
- Lease agreements the corporation entered into during the year

Other Information

- Documentation for any loans acquired during the year
- Loans to and from shareholders
- Tax-exempt interest or other tax-exempt income
- Interest and dividend income
- Charitable contributions
- Other income or deductions not included above.

Questionnaire

Corporation Name:

EIN:

Questionnaire

General Information

Yes No

- Did the corporation have a change of address during the year?
- Did the corporation have a change of business name during the tax year?
- Did the corporation have a change of responsible party during the tax year?
- Did the corporation have any shareholders that are a disregarded entity, a trust, an estate, or a nominee or similar person at any time during the tax year?
- Did the corporation own directly 20% or more, or own, directly or indirectly, an interest of 50% or more in the profit, loss, or capital in any foreign or domestic partnership or in the beneficial interest of a trust?
- Did the corporation have any outstanding shares of restricted stock?
If "Yes," provide the total share of restricted and non-restricted stock.
- Did the corporation have any outstanding stock options, warrants, or similar instruments?
- Has the corporation filed, or is it required to file, Form 8918, Material Advisor Disclosure Statement, to provide information on any reportable transaction?
- Did the corporation issue publicly offered debt instruments with original issue discount (OID)?
- Did the corporation have unrealized built-in gains reduced by net recognized built-in gains from prior years from a corporation prior to making the S election?
If "Yes," enter the amount. _____
- Did the corporation have an election under section 165(j) for any real property trade or business or any farming business in effect during the tax year?
- Does the corporation satisfy one of the following?
a. The corporation owns a pass-through entity with current-year or prior-year carryover, excess business interest expense.
b. The corporation's aggregate average annual gross receipts for the three tax years preceding the current tax year are more than \$29 million, and the corporation has business interest expense.
c. The corporation is a tax shelter and the corporation has a business interest expense.
- Did the corporation have any non-shareholder debt that was cancelled, was forgiven, or had the terms modified so as to reduce the principal amount of the debt?
If "Yes," provide the amount of principal reduction.

- Did the corporation have a qualified subchapter S subsidiary election terminated or revoked during the tax year?
- Did the corporation make any payments in 2023 that would require it file Forms 1099?
- Yes No**
 If "Yes," did or will the corporation file all required Forms 1099?
- Does the corporation certify as a Qualified Opportunity Fund (QOF)?
- Did the corporation, at any time during the tax year,
a. receive a digital asset or a financial interest in a digital asset (as a reward, award, or payment for property or services)?
b. sell, exchange, or otherwise dispose of a digital asset or a financial interest in a digital asset?
- Did the corporation receive a Paycheck Protection Program (PPP) loan related to COVID-19?
- Yes No**
 If "Yes," was any portion of the loan forgiven during the current tax year?
- Did the corporation receive a cash payment or digital asset of more than \$10,000 in one transaction or two or more related transactions during the tax year?
- Yes No**
 If "Yes," was Form 8300, Report of Cash payments over \$10,000 Received in Trade or Business, filed?
- Did the corporation make any payments to any foreign persons that would require the corporation to file Forms 1042 and 1042-S (Annual Withhold Tax Returns)?
- Did the shareholder's ownership percentages change at any time during the tax year?

Questionnaire

Corporation Name:

EIN:

Questionnaire

- If "Yes," provide details of the changes (date of change, number of shares or percentage of ownership).
- Did the shareholder's buy or sell agreements change during the tax year?
If "Yes," provide a copy of the agreement.
- Did the corporation pay or accrue any interest or royalty for which the deduction is not allowed?
If "Yes," enter the total amount of the disallowed deductions. _____
- Did the corporation pay dividends during the tax year?
If "Yes," provide details.
- Did the corporation have 100 or less shareholders at the end of the tax year?
If "Yes," how many? _____
- Did the corporation receive or accrue tax-exempt interest during the year?

Income, Purchases, and Sales

Yes No

- Did the corporation sell any business asset or property during the tax year?
If "Yes," provide the amount of proceeds from the sales, the date it was sold, and any costs associated with the sale.
- Did the corporation purchase any business assets during the tax year?
If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.
- Did the corporation purchase any gasoline, diesel, or specific fuels for off-road business use?
- Did the corporation buy or sell any stocks, bonds, or other investments during the year?
- Did the corporation acquire a new or additional interest in a partnership during the year?
- Did the corporation own securities or loans that became worthless or uncollectible during the tax year?
- Did the corporation purchase a new clean vehicle (electric vehicle, plug-in hybrid, or fuel-cell vehicle, qualified commercial clean vehicle) during the year?
If "Yes," provide the report the dealer or seller is required to provide to you.
- Did the corporation receive any other income that has not been provided with this organizer?
If "Yes," explain. _____

Cost of Goods Sold

Yes No

- Did the corporation have a change in the method of accounting for determining quantities, cost, or valuation between opening and closing inventory?
If "Yes," provide details.
- Did the corporation have inventory that was not able to be sold at normal prices due to damage, imperfection, shop wear, etc.?

Foreign Tax Information

Yes No

- Did the corporation have a financial interest in or signature authority over a financial account or asset located in a foreign country?
- Did the corporation receive a distribution form, or was it a grantor of, or transfer to, a foreign trust?
- Did the aggregate value of the corporation's foreign account exceed \$10,000 at any time during the tax year?
- Did the corporation have income from, or pay taxes to, a foreign country?
- Did the corporation have ownership in a foreign corporation?
- Did the corporation own property in a foreign country?
- Did the corporation receive a Schedule K-3 from a partnership?

Refund, Balance due, and Estimated Tax Information

Yes No

- Did the corporation make any estimated payments toward 2023 taxes?

Questionnaire

Corporation Name:

EIN:

Questionnaire

- Did the corporation apply an overpayment of 2022 taxes toward the 2023 estimated taxes?
- If the corporation has an overpayment of 2023 taxes, should the refund be applied to the 2024 estimated taxes?
- Does the corporation want to have any refund or balance due deposited to or withdrawn from their bank account?
If "Yes," provide a canceled checking or savings slip.

Miscellaneous Information

Yes No

- Did the corporation make any purchases subject to use tax during the tax year?
If "Yes," provide use tax returns filed in any state and details of any unpaid use tax.
- Did the corporation pay any elective passthrough entity tax in any state during the tax year?
- Did the corporation incur a gain or loss due to damaged or stolen property?
If "Yes," provide the incident date, value of property, and amount of insurance reimbursements. If the incident was attributed to a federally declared disaster, also include the declaration number assigned by FEMA.
- Did the corporation pay health insurance premiums for its employees during the tax year?
- Did the corporation participate in a cost segregation study during the tax year?
- Did the corporation perform any research and development study or participate in any research and development activities during the tax year?
Is "Yes," provide details.
- Did the corporation own interest or shares in or dispose of a Qualified Opportunity Fund (QOF) during the year?
- Did the corporation receive any notices from the IRS or state taxing authority?
If "Yes," explain. _____
- May the IRS discuss the corporation's tax return with the preparer?
- Would the corporation like a copy of the tax return sent electronically instead of receiving a printed copy?

2023 Tax Organizer for Corporations Business Information

Business Information

Corporation's legal name		EIN	
Doing business as name			
In care of name			
Street address, city, state, and ZIP			
Email			
Phone number		Date of S corporation election	
Cell number		Date incorporated	
Fax number		State of incorporation	

Yes **No**

Does the corporation file under a calendar year?
 If "No," what is the tax year begin date? _____ Tax year end date? _____

Is this the corporations final year?

Did the corporation conduct business activities in any state other than the resident state?
 If "Yes," what states? _____

What is the corporation's main business activity? _____

What product or service does the corporation provide? _____

What accounting method does the corporation use?
 Cash Accrual Other (describe) _____

How many shareholders did the corporation have during the year? _____

Estimates

	Federal		Resident State		Resident City	
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
Overpayment applied from 2022	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

Account Information for Deposits and Withdrawals

Name of Bank	Bank Routing Number	Bank Account Number	Type of Account		Use This Account for	
			Checking	Savings	Deposits	Withdrawals

Shareholder and Officer Information

Corporation Name:

EIN:

Shareholder or Officer Name Address City, State, and ZIP	ID Number	Title	Shares at Start of Year	Percentage of Ownership and Participation				Officer Compensation
				Total	Common	Preferred	Time	

Rental Real Estate

Corporation Name: _____

EIN: _____

General Property Information

Select the property type

Single family residence
 Land

Multi-family residence
 Royalties

Vacation
 Self-rental

Commercial
 Other

Description of property if the property type is "Other" _____

Address of property _____

City _____ State _____ ZIP _____

Foreign province _____ Country _____ Postal code _____

Number of days property was rented _____ Number of days property was used for personal use _____

This property was placed in service during tax year 2023.

This property was disposed of during tax year 2023.

Income and Expenses

2023

Gross rental or royalty income _____

Advertising _____

Auto and travel _____

Cleaning and maintenance _____

Commissions _____

Insurance _____

Legal and other professional fees _____

Interest _____

Repairs _____

Taxes _____

Utilities _____

Wages and salaries _____

Meals and entertainment _____

Other expenses (list)

Rental Other Than Real Estate

Corporation Name: _____

EIN: _____

General Property Information

Description of property _____

Address of property _____

City _____ State _____ ZIP _____

This property was placed in service during tax year 2023.

This property was disposed of during tax year 2023.

Income and Expenses

2023

Gross rental income _____

Advertising _____

Auto and travel _____

Cleaning and maintenance _____

Commissions _____

Insurance _____

Legal and other professional fees _____

Interest _____

Repairs _____

Taxes _____

Utilities _____

Wages and salaries _____

Other expenses (list) _____

Sale of Stock, Real Estate, or Other Property

Corporation Name: _____

EIN: _____

Sale of Capital Assets (including items not reported on Form 1099-B)

Provide all brokerage statements

Description of Property	Date Purchased	Date Sold	Sales Price	Cost

Installment Sale Income

Description of property: _____

Date acquired _____	Date sold _____	2023	Prior Years
Selling price		_____	
Mortgages assumed		_____	
Cost of property sold		_____	
Depreciation allowed		_____	
Commissions and expense of sale		_____	
Gross profit percentage		_____	
Interest received		_____	
Principal payments received		_____	
Property was sold to a related party <input type="checkbox"/>			

Auto Expense

Corporation Name: _____

EIN: _____

Auto Expense

Name of activity vehicle is used for _____

Description of vehicle _____

Date vehicle was placed in service _____

Yes No

Was this vehicle available for personal use during off-duty hours?

Was the vehicle used primarily by someone with more than 5% ownership or a related person?

Was another vehicle available for personal use?

Miles the vehicle was driven during 2023	2023 Amount
Business	_____
Commuting	_____
Other	_____

Miles the vehicle was driven in prior years	2023 Amount
Business	_____
Total	_____

Expenses

Garage rent	_____
Gas	_____
Insurance	_____
Licenses	_____
Oil	_____
Parking fees	_____
Rental fees	_____
Interest	_____
Property tax	_____

Repairs	_____
Tires	_____
Tolls	_____
Lease addback	_____
Other expenses	_____

Asset Listing for 2023

Corporation Name:

EIN:

Assets for:

Description of Property	Date Acquired	Cost / Basis	Date Disposed of	Sales Price	Expense of Sale