

林麗淑會計師事務所專業公司
Lisu L. Tan & Co., Ltd., CPAs

Information Needed for Filing Corporate Income Tax Returns

1. Article of Incorporation
2. Prior year(s) Tax Return(s) (or Tax ID)
3. Names of Shareholders and the respective shares owned. Social Security Number (SSN) of shareholders who own more than 50% of the shares.
4. Summary of Sales and Expenses of the year. Click the URLs below for your reference.
5. Did you purchase any equipment or fixed assets? If yes, please prepare a table and list the following:

Purchase Date	Equipment or Fixed Asset Type	Purchase Amount
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6. Balance(s) of the following account(s) at the end of the year (12/31) or at the end of your fiscal year:
 - o Bank Account(s)
 - o Account Receivable(s)
 - o Account Payable(s)
 - o Inventory(ies)
7. Did any shareholder deposit or withdraw funds from the Corporate's bank account(s)? If yes, please list each involved shareholder and the dollar amount deposited and/or withdrew.

Please gather the above information completely. Please contact our staff members or the Accountant for any questions. Thank you!

Commonly Used Incomes and Costs Items

- Incomes
 - Total sales of the year (If you filed Form ST-1, please provide copies of submitted Form ST-1s.)
 - Total of each of the following (whichever apply):
 - Consultation Income
 - Interest Income
 - Dividend Income
 - Rent Income
 - Others, please list the nature and dollar amount.
- Costs
 - Total dollar amount of inventory purchased this (fiscal) year, list each category.
 - Are there inventories at the beginning of the (fiscal) year or at the end of last (fiscal) year? If so, how much?
 - Inventory dollar amount at the end of the (fiscal) year.

Commonly Used Expense Items

Only Need to List the Total of Each of the Applicable Ones

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| • Advertising Software | • Membership dues |
| • Alarm & security charges | • Office expenses |
| • Auto & truck expenses | • Other taxes and licenses |
| • Bad debts | • Payroll taxes |
| • Bank charges & L/C expenses | • Pension and profit-sharing plans |
| • Broker's & custom charges | • Rents |
| • Car leasing expenses | • Repairs & maintenance |
| • Charitable contributions | • Salaries & wages |
| • Commission | • Sales taxes |
| • Common area maintenance | • Sample charges |
| • Consultant fees | • Seminars & classes |
| • Employee benefit programs | • Show expenses |
| • Freight & postage | • Supplies & printing |
| • Independent contractor | • Subscription & books |
| • Insurance | • Telephone |
| • Interest | • Travel |
| • Legal & professional fees | • Utilities |
| • Loss on refundable deposits | • Miscellaneous |
| • Meals & entertainment expenses
(please provide total dollar
amount) | |