



Coresperity LLC
(943) 266-5456
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www.coresperity.com

This organizer is designed to help you gather the information needed to prepare the Organization's current-year tax returns. Complete the organizer and answer all applicable questions. If you need more space, attach a separate sheet of paper. Use a separate organizer for each tax-exempt organization.

If you maintain your organization's books using a bookkeeping system such as QuickBooks, Quicken, Zoho Books, or Excel, you can provide us with an income statement and balance sheet rather than completing the income, expenses, and balance sheet sections of this organizer.

If you would like our staff to prepare your organization's income and expense reports for you, there will be an additional fee to do so. If you prefer this option, please provide us with the following documents:

- Organizational bank statements for all months of the year
- Credit card statements (for organizational-use credit cards)
- Receipts for cash purchases not shown on bank or credit card statements
- Checkbook register (please identify all checks by entering an expense category in the memo section)

You may email the documents directly to your tax preparer or upload the documents via our client portal.

We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items, but we will not audit or otherwise verify the data you submit. The Organizer will help you avoid overlooking vital information. By using it, you will help ensure the efficient preparation of your returns and minimize the cost of our services.

You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest.

If you have any questions about this organizer, please contact us.

Phone: (943) 266-5456

Email: contact@coresperity.com

Tax-Exempt Tax Organizer

Use a separate organizer for each organization

Organization General Information

Legal name of organization	EIN	
Organization address <input type="checkbox"/> (check if new address)		
Date incorporated	State of incorporation	
Tax-exempt status?	Specify Other:	
Organization Representative	Title	
Address	Email	
Yes	No	Did the organization have a change of business name during the year? If yes, previous name

Organization's primary purpose:

Form of organization:	Corporation	Trust	Association	Other (specify)	
Website:					
Accounting method: Cash Accrual Other (specify)					
Yes	No	Does the corporation file under a calendar year? (If no, what is the fiscal year?)			
\$	Total assets of the organization at the end of the tax year. If there are no assets at the end of the tax year, enter 0.				
Total number of volunteers (estimate if necessary)					
New Clients <ul style="list-style-type: none"> • Provide tax returns for the prior three years • IRS notification of exempt status (determination letter) • Articles of incorporation/formation and Bylaws. • Contribution details • Provide an income statement, depreciation schedules, and balance sheet as of year-end. For § 501(c)(3) and (c)(4) organizations and § 4947(a)(1) trusts, categorize expenses as to program services, management/general, and fundraising. • For all organizations other than § 501(c)(3) and (c)(4) organizations and § 4947(a)(1) charitable trusts, the classification of expenses is optional. If the Organization desires to show a functional allocation of expenses, provide the information described above. 					

Organization Specific Questions (include additional sheets as necessary)

Yes	No	Is the organization's application for tax-exempt status pending with the IRS? If yes, provide a copy of the application.
Yes	No	Is this an initial or final return? If yes, specify which
Yes	No	Is this a group return for affiliates? If "yes", how many?
Yes	No	Did the organization engage in any activity not previously reported to IRS? If yes, describe.
Yes	No	Were any changes made in the organizing or governing documents? If yes, provide a copy of the revised document(s) and indicate change(s).
Yes	No	Did the organization have Unrelated Business Income of \$1,000 or more this year?
Yes	No	Was there a liquidation, dissolution, termination, or significant disposition of assets during the year?
Yes	No	Is the organization related (other than by association with a statewide organization or nationwide organization) to any other exempt or non-exempt organization?
Yes	No	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If yes, describe.
Yes	No	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year?
Yes	No	Did the organization lobby/attempts to influence any legislation? If yes, Amount spent:
Yes	No	If the organization makes lobbying expenditures, has Form 5768 been filed?
Yes	No	Did the organization comply with IRS public inspection or returns/applications?
Yes	No	Did the organization solicit any contributions that were not tax-deductible?
Yes	No	Did the organization make grants for scholarships or student loans?
Yes	No	Did the organization conduct activities in any state other than Georgia? If yes, which state(s)
Yes	No	Did the organization conduct activities in any country outside the U.S.? If yes, which countries:
Yes	No	Does the organization have any foreign bank accounts?
Yes	No	Are the organization's gross receipts under \$200,000 and total assets at the end of the year under \$500,000?
Yes	No	Are the organization's gross receipts normally less than \$50,000, based on a three-year average (assuming you have been in existence for three or more years)?
Yes	No	Did the Organization cease conducting or make significant changes in how it conducts any program services? If yes, describe.

Current Officer, Directors, Trustees & Key Employees Information (include additional sheets as necessary)

Name	Title	Address	Average hours per week	Compensation

How many officers, directors, trustees & key employees are permitted to vote at board meetings?

Employees paid more than \$100,000/year (include additional sheets as necessary)

Name	Title	Address	Hours per week	Compensation

Independent Contractors paid more than \$100,000/year (include additional sheets as necessary)

Name	Address	Type Service	Compensation

Organization Balance Sheet

Organization assets at year end		Organization debts and equity at year end	
Checking account end-of-year balance	\$	Accounts payable at year end	\$
Savings account end-of-year balance	\$	Grants payable	\$
Accounts/Pledges receivable at end of year	\$	Other liabilities (include list)	\$
Other current assets (include list)	\$		

Organization Income (include all supporting documents)

Contributions, grants, and gifts	\$	Investment	\$
Membership dues	\$	Fundraiser or special event (provide a list)	\$
Program service revenue (provide list if multiple programs)	\$	Other income (provide list)	\$
Government contracts	\$		

Organization Expenses (Program Services, Management/General, and Fundraising)

Advertising and Marketing	\$	Legal and professional services	\$
Annual corporation fees	\$	Meetings	\$
Bank fees and charges	\$	Office supplies	\$
Cleaning/janitorial	\$	Program services expenses	\$
Credit card fees	\$	Postage and shipping	\$
Commissions and fees	\$	Printing and publications	\$
Contract labor (include Forms 1099-NEC)	\$	Printing and publications	\$
Employee benefit programs	\$	Rent or lease – car, machinery, equipment	\$
Fundraising	\$	Rent or lease – other organization property	\$
Grants paid	\$	Repairs and maintenance	\$
Health care plans – employee	\$	Salaries and wages (include Forms W-2)	\$
Insurance (other than health)	\$	Taxes – payroll	\$
Interest – business credit cards	\$	Taxes – property	\$
Interest – business loans/credit lines	\$	Taxes – sales	\$
Interest – mortgage	\$	Telephone	\$
Internet service	\$	Utilities	\$

Other Expenses – List type and expense amount

	\$		\$
	\$		\$
	\$		\$
	\$		\$

Schedule of Contributors**For Organizations Exempt Under Section 501(c)(3)**

Complete the following for any contributors who gave \$5,000 or more (cash & non-cash). Attach separate additional pages if needed. Do not complete if organization is a Private Foundation, Section 501(e), 501(k), 501(n) or 4947(a)(1).

Name	Address	Contribution (year total)	If non-cash, provide description
		\$	
		\$	
		\$	
		\$	

Program Accomplishments. List the organization's accomplishments for the year. Include grant amount (if applicable), expenses, and revenue (if any). Also include the approximate number of people served, publications issued, etc.

Accomplishment	Grant Amount	Expenses	Revenue (if any)	Approximate number of people served, publications issued, etc.
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

Tax Preparation Checklist

Please provide the following documentation:

All sources of revenue documents.

Document with applicable descriptions and lists.

If you're a new client, provide the documents listed in the *New Clients* section on page 1.

IRS notification of exempt status (determination letter).

Articles of incorporation/formation and Bylaws.

Contribution details.

Provide an income statement, depreciation schedules, and balance sheet as of year-end. For § 501(c)(3) and (c)(4) organizations and § 4947(a)(1) trusts, categorize expenses as to program services, management/general, and fundraising.

The completed tax organizer.

Tax Return Preparation

We will prepare the corporation's tax return based on information provided. In the event the return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of the corporation's return do not include auditing, review, or any other verification or assurance.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If additional information is received after we begin working on the return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer may be required for preparation of returns.
- Keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a duplicate copy in the future.

Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities.

Taxpayer

Title

Date