

Band Partnership/Corporate Tax Organizer

Full Legal Name of Entity _____

Circle One: Partnership S-Corp C-Corp

General Questions

| | | |
|---|-----|----|
| Does the company keep a formal set of books? | yes | no |
| Completed annual meeting? | yes | no |
| Non-reimbursed expense policy for owners? | yes | no |
| Medical reimbursement policy for owners? | yes | no |
| Any owners paid as employees? (W-2) | yes | no |
| 401k / Retirement plan? | yes | no |
| Multi-State Tour? | yes | no |
| International Tour? | yes | no |
| Are your capital accounts up to date as of last year? | yes | no |
| Interested in have us keep a formal set of books? | yes | no |

Instructions

Brad Heck Inc. requires all clients organized as a legal business entity to keep and maintain a bookkeeping system. If you are not currently doing so, we are able to set up systems for you. During your initial call to 651-428-1040 we will discuss this and arrange to get you compliant with our requirements.

- Complete this organizer
- Export Profit and Loss Statement and Balance Sheet to Excel
- Scan prior year tax return
- All owners complete musician tax organizer for non-reimbursed expenses
- Complete 1099 worksheet
- Complete recording artist organizer
- Send all to us in a zip folder

In addition to these documents, complete the following sections.

Asset Acquisitions

| Item | Date Purchased | Cost |
|------|----------------|------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
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| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

Asset Sales

| Item | Date Sold | Proceeds |
|------|-----------|----------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
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| | | \$ |
| | | \$ |

Did an owner leave the company this year? Yes No

Did a new owner come to the company this year? Yes No

This form and the associated documents are not a substitute for a one on one interview to complete the tax return.