

# Instructions for Using the Form 1120 Corporate Tax Return Preparation Checklist

This checklist is a step-by-step guide to help ensure accurate and thorough preparation of Form 1120, the U.S. Corporate Income Tax Return. Follow these detailed instructions to make the most of this checklist:

## Step 1: Gather All Relevant Documents

- Collect the corporation's financial statements, including income statements, balance sheets, and cash flow statements for the tax year.
- Retrieve all supporting documents such as receipts, invoices, payroll records, and loan agreements.
- Ensure access to prior year tax returns and any carryover schedules for losses, credits, or deductions.

## Step 2: Familiarize Yourself with the Checklist

- Review the checklist categories:
  - ❑ General Information
  - ❑ Income
  - ❑ Deductions
  - ❑ Gains and Losses
  - ❑ Special Corporations
  - ❑ Accounting Methods
  - ❑ Return Filing, Tax Payments, Refunds, and Credits
  - ❑ Preparer Due Diligence
- Understand the purpose of each category and how it applies to your corporation's tax situation.

## Step 3: Work Through the Checklist Systematically

- **General Information:** Confirm basic compliance, such as signed engagement letters and accurate assembly of the return.
- **Income Reporting:** Verify proper reporting of all income sources, including advance payments, dividends, and rental income. Ensure compliance with applicable rules like long-term contract accounting.
- **Deductions:** Check that all allowable deductions are accurately calculated and substantiated, including salaries, fringe benefits, and depreciation. Adjust deductions as required by special rules (e.g., passive activity limitations or UNICAP).
- **Gains and Losses:** Confirm correct reporting of property sales, installment sales, and like-kind exchanges. Attach necessary forms (e.g., Form 8824 or Form 4797).
- **Special Corporations:** Address specific requirements for closely held corporations, personal service corporations, or those subject to special taxes like BEAT or CAMT.
- **Accounting Methods and Periods:** Ensure the corporation is using the correct accounting method (cash or accrual) and tax year. Attach forms for changes, such as Form 3115 or Form 1128.
- **Return Filing and Payments:** Verify tax payments, credits, overpayments, and e-filing requirements. Ensure all required forms are attached (e.g., Form 7004 for extensions or Form 2220 for underpayments).
- **Preparer Due Diligence:** Ensure all steps have been documented, the preparer has signed the return, and a copy has

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**Anthony S. Fauci**



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