



## *A clear and easy-to-follow blueprint for setting up your S-Corporation.*

S-corporations are one of the most popular forms of business. They offer small business owners a flexible structure that provides significant tax benefits as well as traditional corporate limited liability. This valuable guide provides readers with everything necessary to set-up an S-corporation. Included are extensive guides for planning (business, financial, marketing plans), all of the legal forms needed for start-up, and an array of accounting and payroll forms for operations.



## *Avoid Double Taxation!*



### **Everything you need including...**

- Extensive Guides for Planning
- Business, Financial and Marketing Plans
- Accounting Forms
- Payroll Forms
- Stock Certificates
- Clear & Detailed Instructions and more...

# Set up an S-Corporation on CD

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### ***IRS FORMS-ON-CD***

(All IRS forms are PDF forms)

IRS Form SS-4: Application for Employer Identification Number  
IRS Form 1096: Annual Summary and Transmittal of U.S. Information Returns  
IRS Form 1099-Misc: Miscellaneous Income  
IRS Form 1120-S: U.S. S-Corporation Income Tax Return  
IRS Form 1120-W: Estimated Tax for Corporations  
IRS Form 940: Employer's Annual Federal Unemployment (FUTA) Tax Return

IRS Form 940-EZ: Employer's Annual Federal Unemployment (FUTA) Tax Return  
IRS Form 941: Employer's Quarterly Federal Tax Return  
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IRS Form W-3: Transmittal of Wage and Tax Statements  
IRS Form W-4: Employee's Withholding Allowance Certificate  
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## ***INTRODUCTION***

How to Use This CD

How to Use the Forms-on-CD

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- A. Sole Proprietorship
- B. Partnership
- C. Limited Liability Company
- D. Corporation
  - 1. C-Corporation
  - 2. S-Corporation

### **2. Business Start-up Checklist**

### **3. Developing a Business Plan**

- A. Business Plan Worksheet
- B. Preparing Your Business Plan
- C. Preparing Your Executive Summary
- D. Executive Summary
- E. Compiling Your Business Plan

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- A. Business Marketing Worksheet

### **5. Developing a Financial Plan**

- A. Business Financial Worksheet
- B. Preparing a Profit and Loss Statement
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  - Current Balance Sheet

### **6. Operating an S-Corporation**

- A. Shareholders
- B. Directors
- C. Officers
- D. S-Corporation Checklist

### **7. Corporate Paperwork**

- A. The Importance of Corporate Recordkeeping
- B. Corporate Paperwork Checklist

### **8. Pre-Incorporation Activities**

- A. Pre-Incorporation Worksheet

- B. Pre-Incorporation Checklist
- C. Document Filing Checklist
- D. Application for Reservation of Corporate Name

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- A. Articles of Incorporation Checklist
- B. Sample Articles of Incorporation

### **10. Corporate Bylaws**

- A. Corporate Bylaws Checklist
- B. Sample Corporate Bylaws

### **11. Corporate Directors Meetings**

- A. First Board of Directors Meeting Checklist
- B. Notice of First Board of Directors Meeting
- C. Waiver of Notice of First Board of Directors Meeting
- D. Minutes of First Board of Directors Meeting
- E. Annual Board of Directors Meeting Checklist
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- B. Notice of First Shareholders Meeting
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- G. IRS Form 2553: Election by a Small Business Corporation
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- B. Independent Contractor Agreement
- C. Contractor/Subcontractor Agreement

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- B. Expense Accounts
  - Expense Chart of Accounts
- C. Asset and Liability Accounts
  - Balance Sheet Chart of Accounts
- D. Chart of Accounts
  - Sample Chart of Accounts
- E. Tracking Business Assets
  - 1. Current Assets
    - Current Asset Account
  - 2. Inventory
    - a. Physical Inventory Report
    - b. Periodic Inventory Record
    - c. Cost of Goods Sold Report
  - 3. Fixed Assets
    - Fixed Asset Account
- F. Tracking Business Debts
  - 1. Accounts Payable Record
  - 2. Long-Term Debt Record
- G. Tracking Business Expenses
  - 1. Weekly Expense Record
  - 2. Monthly Expense Summary
  - 3. Annual Expense Summary
- H. Tracking Business Income
  - 1. Tracking Cash
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    - b. Monthly Cash Report Summary
  - 2. Tracking Income
    - a. Weekly Income Record
    - b. Monthly Income Summary
    - c. Annual Income Summary
- I. Tracking Credit Sales
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  - 2. Credit Sales Aging Report
- J. Invoices and Statements
  - 1. Invoice

- 2. Statement and Past Due Statement
- 3. Credit Memo

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- A. Setting up Your Payroll
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- C. Employee Payroll Record
- D. Payroll Depository Record
- E. Annual Payroll Summary
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- A. S-Corporation Tax Forms Checklist
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