

PROFESSIONAL CORPORATION TAX RETURN GUIDE

Annual Reconciliation & Tax Information Template

I. CORPORATE IDENTIFICATION & PROFILE

Corporate Name			
Trade Name (DBA)			
Employer ID Number (EIN)		Tax Year/Period Ending	
State of Incorporation		Date of Incorporation	
Professional Specialty		State License Board No.	

II. SHAREHOLDER-PROFESSIONAL ROSTER (OWNERS & LICENSED PRACTITIONERS)

FULL NAME & TITLE	SSN / TIN	OWNERSHIP %	STATE LICENSE NO.

III. PROFESSIONAL INCOME & GROSS RECEIPTS

REF NO	INCOME CATEGORY	AMOUNT (\$)
INC-01	Gross Receipts from Professional Services (Fee-for-Service)	
INC-02	Insurance Reimbursements & Third-Party Billings	
INC-03	Other Operating Income (Consulting, Lectures, Expert Witness)	
INC-04	Total Gross Income (Sum INC-01 through INC-03)	

IV. ALLOWABLE PROFESSIONAL PRACTICE DEDUCTIONS

REF NO	EXPENSE CATEGORY	AMOUNT (\$)
EXP-01	Officer/Professional Shareholder Compensation	
EXP-02	Employee Salaries & Wages (Non-Shareholder Staff)	
EXP-03	Professional Malpractice / Liability Insurance	
EXP-04	State Licensing, Board Fees & Regulatory Assessments	
EXP-05	Professional Association Dues & Subscriptions	
EXP-06	Continuing Education (CE/CME) & Seminar Costs	
EXP-07	Rent & Specialized Facilities Lease Costs	
EXP-08	Specialized Professional Supplies, Instruments & Clinical Consumables	
EXP-09	Depreciation of Professional Equipment (Section 179 / MACRS)	
EXP-10	Legal, Accounting & Professional Advisory Fees	
EXP-11	Total Practice Expenses (Sum EXP-01 through EXP-10)	

V. TAXABLE INCOME RECONCILIATION

REF NO	RECONCILIATION LINE	AMOUNT (\$)
REC-01	Net Income/Loss (INC-04 minus EXP-11)	
REC-02	State Tax Adjustments / Non-deductible Penalties	
REC-03	Estimated Corporate Taxable Income	

VI. DECLARATION & AUTHORIZATION

Under penalties of perjury, I declare that I have examined this guide and associated financial documentation, and to the best of my knowledge, they are true, correct, and complete.

Preparer Declaration: The information contained in this guide is derived from the official books and records of the Professional Corporation.

Signature of Officer/Shareholder-Professional

Signature of Preparer / CPA

Title

Date

