

CORPORATION TAX ORGANIZER (1120, 1120S)
(SHORT VERSION)

Enclosed is an organizer that I (we) provide to our tax clients to assist in gathering the information necessary to prepare the current year tax returns.

The Internal Revenue Service matches information returns with amounts reported on income tax returns. A negligence penalty may be assessed where income is unreported. Accordingly, all Forms 1099, Schedules K-1 and other information returns reflecting amounts reported to the Internal Revenue Service should be submitted with this organizer.

Also enclosed is an engagement letter which explains the services that I (we) will provide to the corporation. Please sign a copy of the engagement letter and return it in the enclosed envelope. Keep the other copy for your records.

Your corporate income tax returns are due on _____. In order to meet this filing deadline, your completed tax organizer needs to be received no later than _____. Any information received after this date may require an extension to be filed for this return.

If an extension of time is required, any tax that may be due must be paid with the extension. Any taxes not paid by the filing deadline may be subject to late payment penalties and interest when those taxes are actually paid.

I (we) look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact me (us).

CORPORATION TAX ORGANIZER (1120)
(SHORT VERSION)

Corporation Name _____ Tax Period _____

Address _____ Federal ID# _____

State ID# _____

Telephone: _____ Fax# _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement, by activity. In addition, provide the following information:

- | | <u>DONE</u> | <u>N/A</u> |
|---|-------------|------------|
| 1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns. | _____ | _____ |
| 2. Details of changes in stock ownership. | _____ | _____ |
| 3. For each corporate officer; SSN, compensation, percentage of ownership and time devoted to business.
For each shareholder, their percentage of ownership and relationship, if any, to other shareholders. | _____ | _____ |
| 4. Schedule of loans to/from shareholders, officers and related parties including interest rates and payment schedules. | _____ | _____ |
| 5. Copies of all deferred compensation plans and agreements. | _____ | _____ |
| 6. Copies of all federal and state payroll reports filed including Forms W-2 or W-3, 940, 941. | _____ | _____ |
| 7. Did the corporation make any payments that would require it to file 1099s? Yes ____ No ____
If yes, did the corporation file the required 1099s? | _____ | _____ |
| 7. Copies of Forms 1096 or 1099, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 <u>filed by the corporation.</u> | _____ | _____ |
| 8. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 <u>received by the corporation.</u> | _____ | _____ |
| 9. List of all entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state and local income tax payments and refunds. | _____ | _____ |
| 10. Schedule of all interest and dividend income not included on Forms 1099. | _____ | _____ |
| 11. Schedule of assets acquired or sold during the year including date acquired, date sold sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions. Provide copies of invoices, if applicable. | _____ | _____ |
| 12. Copy of the inventory uniform capitalization computation. | _____ | _____ |
| 13. Schedule of charitable contributions (cash and non cash). | _____ | _____ |
| 14. Detail of any lobbying expenses. | _____ | _____ |
| 15. List of potential non-deductible expenses, such as penalties and life insurance premiums. | _____ | _____ |
| 16. Schedule of any club dues paid. | _____ | _____ |
| 17. Vehicle and mileage data for company-owned passenger vehicles. | _____ | _____ |
| 18. Information to compute the domestic production activities deduction. | _____ | _____ |
| 19. List of all entries in miscellaneous income/expense accounts. | _____ | _____ |

20. Detail of meal and entertainment expenses.

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DONE N/A

- | | | |
|---|-------|-------|
| 21. List each type of trade, business, or rental activity and date started or acquired. | _____ | _____ |
| 22. List of activities conducted in other states, including gross receipts inventory, real and personal property, payroll, and rents by state. | _____ | _____ |
| 23. Can the Internal Revenue Service and state tax authority discuss questions about this return with the preparer?
Yes _____ No _____ | | |
| 24. Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts (note that this is separate and distinct from any potential filing requirement at 25) below. | _____ | _____ |
| 25. Determine if Form 8938 is needed to report specified foreign financial assets (note that this is separate and distinct from any potential filing requirement at 24) above. | _____ | _____ |

S CORPORATION TAX ORGANIZER (1120S)
(SHORT VERSION)

Corporation Name _____ Tax Period _____
 Address _____ Federal ID# _____
 _____ State ID# _____
 Telephone: _____ Fax: _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement by activity. In addition, provide the following information:

	<u>DONE</u>	<u>N/A</u>
1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns.	_____	_____
2. Details of changes in stock ownership.	_____	_____
3. For each shareholder, TIN, compensation, percentage of ownership, relationship to other shareholders, time devoted to business, date ownership acquired and detail of distributions received.	_____	_____
4. Schedule of all fringe benefits paid on behalf of more than two percent shareholders (and their relatives) and indicate which benefits have been included in their Forms W-2.	_____	_____
5. Schedule of loans to or from shareholders, officers and related parties, including interest rates and payment schedules.	_____	_____
6. Copies of all deferred compensation plans and agreements.	_____	_____
7. Did the corporation make any payments that would require it to file 1099s? Yes ____ No ____ If yes, did the corporation file the required 1099s?	_____	_____
Copies of all federal and state payroll reports including Forms W-2 or W-3, 940, 941		
8. Copies of Forms 1099 or 1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 <u>filed by the corporation.</u>	_____	_____
9. Copies of Forms 1099, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 <u>received by the corporation.</u>	_____	_____
10. Schedule of built-in gains.	_____	_____
11. List of all entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state and local income tax payments and refunds.	_____	_____
12. Schedule of all interest and dividend income, not included on Forms 1099.	_____	_____
13. Schedule of assets acquired or sold during the year including date acquired, date sold sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions. Provide copies of invoices, if applicable.	_____	_____
14. Copy of the inventory uniform capitalization computation.	_____	_____
15. Schedule of charitable contributions (cash and non cash).	_____	_____

- 16. Detail of any lobbying expenses. _____
- 17. Schedule of any club dues paid. _____
- 18. List of potential non-deductible expenses such as penalties and life insurance premiums. _____

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	<u>DONE</u>	<u>N/A</u>
19. Vehicle and mileage data for company-owned passenger vehicles.	_____	_____
20. Information to compute the domestic production activities deduction.	_____	_____
21. List of all entries in miscellaneous income or expense accounts.	_____	_____
22. Detail of meal and entertainment expenses.	_____	_____
23. List of each type of trade or business activity or rental activity, indicating the date started or acquired.	_____	_____
24. List of activities conducted in other states, including gross receipts inventory, real and personal property, payroll, and rents by state.	_____	_____
25. Can the Internal Revenue Service and state tax authority discuss questions about this return with the preparer? Yes _____ No _____		
26. Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts (note that this is separate and distinct from any potential filing requirement at 27) below.	_____	_____
27. Determine if Form 8938 is needed to report specified foreign financial assets (note that this is separate and distinct from any potential filing requirement at 26) above.	_____	_____

CORPORATION TAX ORGANIZER (1120, 1120S)
(EXPANDED VERSION)

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I (we) look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact me (us).

Corporation Name _____ Tax Period _____
 Address _____ Federal ID# _____
 _____ State ID# _____
 Telephone: _____ Fax# _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement by activity. In addition, provide the following information:

YES NO N/A

100) GENERAL INFORMATION

101) If this is the first year we will prepare your tax return(s), provide the following from your files or your prior accountant:

- .1) Tax returns for the prior three years _____
- .2) Depreciation schedules _____
- .3) List of all investments _____
- .4) All tax carryforward schedules, such as net operating losses, tax credits, charitable contributions, and so on _____
- .5) Shareholder buy or sell agreement(s) _____
- .6) Copies of rulings issued by the IRS or other tax authorities _____
- .7) Copies of notices or changes to prior returns by the IRS or other tax authorities _____
- .8) Copies of corporate documents, such as articles of incorporation and bylaws _____

S CORPORATION ONLY

- .9) A copy of the S Corporation approval. _____
- .10) A list of all shareholders and provide the following information: _____
 - (a) Name
 - (b) Address
 - (c) Tax ID#
 - (d) Type of entity
 - (e) Number of shares or percentage of ownership
Relationship to other shareholders
- .11) If the corporation was a C Corporation prior to making the S election, provide a copy of the schedule of net built-in gains and accumulated earnings and profits. _____
- .12) Has the corporation elected a fiscal year end? If yes, provide a copy of Form 8716 and last Form 8752 filed. _____
- .13) Does the corporation engage in more than one trade or business activity? If yes, provide details of each activity. _____
- .14) Does the corporation engage in any rental activity? If yes, provide details. _____
- 102) Has the address on the prior year return changed? If so, furnish new address. _____
- 103) Has the corporation been notified of any changes to previous returns by any taxing _____

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YES NO N/A

- authority? If yes, provide copies of all correspondence. _____
- 104) Has the corporation received any notices or correspondence from the IRS or any other tax agency? If yes, provide copies. _____
- 105) Please provide a schedule of ownership changed during the year, including dates and number of shares or percentage of ownership. _____
- 106) Have there been any changes to the shareholders' buy or sell agreement(s)? If yes, provide a copy(ies). _____
- 107) Has the corporation updated its minute book for the year? If yes, provide copies. _____
- 108) Provide the names and telephone numbers of the corporation's advisors:

	Name and Address	Telephone #	Fax #	E-Mail
Legal				
Bank				
Insurance				
Investment				

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YES NO N/A

109) Describe the principal business activity of the corporation:

- .1) Did the corporation purchase or sell a business or business segment during this year? If yes, provide a copy of contract or agreement. _____
- .2) Did the corporation engage in any new activities during the year? If yes, describe new business on an attached sheet. _____
- .3) Did the corporation discontinue operations this year? If yes, provide details. _____

110) Does the corporation have any of the following employee benefit plans? If yes, provide copies of plan documents.

- .1) Qualified retirement plan(s)?
 If yes, are we to prepare Form(s) 5500? _____
 Are we to compute the contribution(s)? _____
- .2) SEP or SIMPLE Plan?
 If yes, are we to compute the contribution(s)? _____
- .3) Cafeteria plan?
 If yes, are we to prepare Form 5500? _____
- .4) Non-qualified deferred compensation plan(s) or agreement(s)?
 If yes, has the "one time only" filing with the Department of Labor been done? _____
- .5) Other benefit plans not described above? _____

111) Did the corporation include taxable fringe or welfare benefits such as health insurance, group-term life insurance, educational assistance, non-accountable expense allowances and personal use of corporate vehicles in compensation on employees' Forms W-2 and, if applicable, subject such amounts to payroll taxes? _____

112) At year end, did the corporation own, directly or indirectly, 50 percent or more of the voting stock of a domestic corporation? If yes, provide a copy of that corporation's current tax return. _____

 Ownership percentage: _____

113) At year end did any corporation, individual, partnership, trust or estate own, directly or indirectly, 50 percentage or more of the corporation's voting stock? If yes, provide the following information for all owners: _____

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YES NO N/A

- .1) Name: _____
 Address: _____

 ID#: _____
 Ownership percentage: _____
- .2) Was such owner a person other than a U.S. citizen? _____
- 114) Do the shareholders owning 80 percentage or more of this corporation own 80% or more of any other corporation(s)? If yes, provide a copy of the other corporate tax returns. _____
- 115) Is this corporation a shareholder of any foreign corporation? If yes, identify each corporation. _____
- 116) Is this corporation a partner in any foreign partnership? If yes, identify each partnership. _____
- 117) Did this corporation own a disregarded entity for tax purposes at any time during the year? If yes, provide details. _____
- 118) Did the corporation at any time during the year have an interest in a foreign bank or securities account? If yes, provide details. _____
- 119) Was the corporation the grantor or transferor to a foreign trust during the year? If yes, provide details. _____
- 120) During this taxable year, did the corporation pay dividends? If yes, attach a schedule reflecting date declared, date paid, amount and form of payment (cash, other). _____
- 121) Did one foreign person, at any time during the tax year, own directly or indirectly, 25 percent or more of the total voting power or value of all classes of stock of the corporation? If yes: _____
- .1) Enter the percentage owned _____
 .2) Enter the owner's country _____
- 122) List estimated income tax deposits below in order of date paid:

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YES NO N/A

	Prior Year Overpayment Applied	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Extension
FEDERAL						
Date Paid						
Amount	\$					
STATE						
Date Paid						
Amount	\$					

CORPORATION TAX ORGANIZER (1120, 1120S)
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- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|------------|-----------|------------|
| 123) Provide a list of all entries in the general ledger relating to income taxes, including prepaid, liability and expense accounts. | _____ | _____ | _____ |
| 124) Circle method of accounting for tax purposes:

Cash Accrual Other (Describe) _____ | | | |
| 125) Did the corporation establish any new general ledger accounts during the year? If yes, provide a list of each new account. | _____ | _____ | _____ |
| 126) Did the corporation post any entries to the retained earnings account during the year? If yes, provide a list of all entries. | _____ | _____ | _____ |
| 127) Provide copies of all federal and state payroll tax reports including Forms W-2/W-3, 940, 941. | _____ | _____ | _____ |
| 128) Did the corporation make any payments that would require it to file 1099s?

Yes ____ No ____

If yes, did the corporation file the required 1099s? | _____ | _____ | _____ |
| 129) Provide copies of Forms 1099 or 1096, 5500, 1042, 5471, 5472, 8865, 8858, and 8886 <u>filed by the corporation.</u> | _____ | _____ | _____ |
| 130) Provide copies of Forms 1099, 5471, 5472, 8865, 8858, 8886, and Schedules K-1 <u>received by the corporation.</u> | _____ | _____ | _____ |
| 131) Provide a schedule of interest and dividend income not included on Forms 1099. | _____ | _____ | _____ |
| 132) Did the corporation have loans to or from shareholder(s) and other related parties during the tax year? If yes, provide a schedule indicating the amount of the loan, date of transaction, interest rate and payments. Also, provide a copy of the note if not previously provided. | _____ | _____ | _____ |
| 133) Did the corporation refinance or restructure any outstanding debt this year? If yes, provide documentation. | _____ | _____ | _____ |
| 134) Does the corporation do business in more than one state? If yes, list the states. | _____ | _____ | _____ |
| .1) Provide copies of supporting schedules reflecting inventory, real and personal property, rents, payroll, and sales by state. | _____ | _____ | _____ |
| .2) Provide a schedule showing any amounts for which there are known timing or tax treatment differences between federal and state reporting. | _____ | _____ | _____ |
| 135) Can the Internal Revenue Service discuss questions about this return with the | | | |

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YES NO N/A

preparer? _____

136) How many additional paper copies of the return do you need? _____

137) Do you want an electronic copy of the return? _____

138) Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts (note that this is separate and distinct from any potential filing requirement at 138) below. _____

139) Determine if Form 8938 is needed to report specified foreign financial assets (note that this is separate and distinct from any potential filing requirement at 137) above. _____

200) INCOME _____

201) Did the corporation receive interest and dividend income from the following sources? If yes, provide details. (Forms 1099-INT and 1099-DIV) _____

- U.S. agencies
- U.S. government
- Tax-exempt by state
- Tax-exempt private activity

202) Did the corporation sell any stocks, bonds, or securities during the year? If yes, furnish Form(s) 1099-B and complete the following OR provide brokerage account statements including realized gain or loss reports or provide transaction slips for purchases and sales. _____

Description of Securities Sold	Date Acquired	Cost or Basis Plus Selling Expenses	(Trade Date) Date Sold	Total Sales Price

203) Did the corporation own securities that became worthless or have loans that became uncollectible during the year? If yes, provide details. _____

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YES NO N/A

204) Did the corporation sell or dispose of any assets used in its business? If yes, provide a schedule listing: _____

- Description of asset sold (Form HUD-1 for real estate)
- Date sold
- Sales price
- Selling expenses
- Date acquired
- Original cost or basis
- Depreciation claimed in prior years

205) Provide detail of all items greater than \$_____ in the miscellaneous income account. _____

Description	Amount

206) Did the corporation make any sales qualifying for the installment method of reporting? If yes, attach a copy of the agreement, a schedule of the payments received, and the beginning of year contract balance. Provide amortization schedule, if available. _____

207) Were there any sales or exchanges during the year between the corporation and a shareholder or other related party? If yes, provide a detailed schedule. _____

208) Did the corporation engage in any bartering activity during the year? If yes, provide a schedule of all such activities. _____

209) Did the corporation have any foreign sales? If yes, provide sales by country and amount. _____

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YES NO N/A

300) DEDUCTIONS

301) Provide information for corporate officers and directors:

Name	Title	Social Security Number	% Time Devoted to Business	% Stock Owned		Compensation
				Common	Preferred	

302) Is the corporation a fiscal year Personal Service Corporation (PSC)? _____

.1) If yes, provide the following information:

Name of Officer/Shareholder	Compensation from Beg. of Fiscal Year to End of Calendar Year	Compensation from Beg. of Subsequent Calendar Year to End of Fiscal Year	Total Compensation

.2) Provide a copy of an approved election (Form 8716) if not previously provided. _____

303) Do the Uniform Capitalization Rules under §263A related to items such as inventory and construction apply? If yes, provide copies of all schedules supporting the calculation of the amount of general and administrative expenses required to be capitalized in ending inventory or associated with self-constructed assets. _____

304) Provide details for calculating the domestic production activities deduction. _____

305) List charitable contributions made or accrued during the year by organization, date and amount. NOTE: You need to have written acknowledgment from any charity to which individual donations of \$250 or more were made during the year. You must

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YES NO N/A

have receipts or bank records for all cash contributions.

.1) Did the corporation have an accrued charitable contribution at year end? If yes, provide a copy of minutes authorizing contribution. _____

.2) Did the corporation make a charitable contribution of inventory or property? If yes, provide details. Provide appraisal and donee confirmation if the value exceeds \$5,000. _____

306) Did the corporation make political contributions during this tax year? If yes, enter amount \$_____. _____

307) Did you incur any expenses to influence legislation and "lobbying?" If yes, provide a schedule of "lobbying expenses" and indicate to which accounts these expenses were posted. _____

308) Does the corporation pay life insurance premiums (other than group-term life) for officers of the corporation? If yes, provide the following for each policy: _____

- Face amount
- Premium paid
- Insured
- Cash surrender value at year end
- Policy owner
- Loan balance at year end
- Beneficiary
- Interest paid on policy loan
- Type of policy
- Loans to pay premiums

To which general ledger accounts have the payments been posted? _____

309) Did the corporation purchase life insurance on any employee after August 17, 2006? If yes, have employees been notified and annual information reports filed? _____

310) Did the corporation pay penalties or fines during the tax year? If yes, list amount(s) and indicate the reason for the penalty or fine. _____

Account	Description	Amount

311) Did the corporation acquire any assets during the tax year? If yes, provide a schedule of assets purchased, including the date placed in service and a copy of the purchase invoice. Include any trade-in information. Include Form HUD-1 for real estate transactions. _____

312) Does the corporation wish to use accelerated depreciation methods? _____

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- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 313) Does the corporation wish to elect first year Section 179 expense? | ___ | ___ | ___ |
| 314) Does the corporation own or lease any passenger vehicles? If yes, provide the following information for each vehicle (note certain exceptions may apply for companies with more than five vehicles): | ___ | ___ | ___ |
| <ul style="list-style-type: none"> • Vehicle description • Date placed in service • Total miles • Business miles | | | |
| <ul style="list-style-type: none"> • Average daily round trip commuting distance • Commuting miles • Other personal miles | | | |
| .1) Does the corporation have evidence to support the claimed business use? If yes, is the evidence written? | ___ | ___ | ___ |
| .2) Were the vehicles available for personal use during off-duty hours? | ___ | ___ | ___ |
| .3) Were the vehicles used primarily by a more than five percent owner or related person? | ___ | ___ | ___ |
| .4) Is another vehicle available for personal use? | ___ | ___ | ___ |
| .5) Provide a copy of the lease for any leased vehicles. If not available, provide the following: | ___ | ___ | ___ |
| <ul style="list-style-type: none"> • Date of lease • Fair market value at inception • Term of the lease • Lease payments | | | |
| 315) Regarding corporate policy for vehicles: | | | |
| .1) Does the corporation maintain a written policy that prohibits all personal use of vehicles, <u>including</u> commuting, by employees? | ___ | ___ | ___ |
| .2) Does the corporation maintain a written policy that prohibits personal use of vehicles, <u>excluding</u> commuting, by employees? | ___ | ___ | ___ |
| .3) Does the corporation treat all use of vehicles by employees as personal use? | ___ | ___ | ___ |
| .4) Does the corporation provide more than five vehicles to employees and retain the information received from employees concerning the use of the vehicles? | ___ | ___ | ___ |
| .5) Does the corporation require or maintain copies of vehicle logs? | ___ | ___ | ___ |
| 316) Are computers or other listed property used by employees for personal purposes? If "yes, complete the following: | ___ | ___ | ___ |

	Date Placed	Business	Cost or

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YES NO N/A

Description	in Service	Use %	Basis

- .1) Does the corporation have evidence to support the business use claimed? _____
- .2) If yes, is evidence written? _____
- 317) Did the corporation have any meal and/or entertainment expenses? If yes, provide details by account posted. _____
- 318) Did the corporation pay any club dues? If yes, provide details by account posted. _____

319) List all items in the miscellaneous expense account greater than \$_____.

Description	Amount

- 320) Will all compensation-related accruals (including vacation pay) be paid within two and one half months of year-end? If no, provide details of unpaid amounts. _____
- 321) Are there any unpaid expenses to shareholder(s) at year-end? If yes, provide detail. _____
- 322) Provide copies of certification for employees of target groups and associated wages paid qualifying for Work Opportunity Credit. _____
- 323) Provide detail of health insurance paid for employees.

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YES NO N/A

400) S CORPORATIONS ONLY

- 401) Have fringe benefits paid on behalf of more than two percent shareholders (including, but not limited to medical, life insurance, disability, housing, and so on) been included in the shareholder's compensation and subjected to payroll taxes if applicable? Indicate to which accounts these amounts have been posted. Note these rules also apply to relatives of shareholders owning more than two percent of the stock. _____