

1. Use the Database Download instructions and query your tax software for the data and place into an excel file.
2. Send excel file to Source Advisors for review (note: you do not need to provide client name on the file, simply provide a client number).
3. Source Advisors reviews the file and identifies clients most likely to qualify for R&D tax credits.
4. Source Advisors presents the results of the analysis to the CPA firm contact who will then identify the CPA firm partner for each client with R&D potential.
5. Source Advisors will coordinate a 30 minute call with each partner to discuss all of their clients identified as having R&D potential – this call will entail high level discussions on what each company does and their profitability.
6. For clients who will benefit from an R&D tax credit project, begin the Feasibility assessment process.

Ask your IT or admin team to run a query from your software platform on last filed tax returns. The query should include the fields indicated in the chart. Export the data into Excel to allow us to easily review together. This routine will allow you to identify prospects for the R&D credit. Note that we do not want any client names, partner or preparer identification please – use system-generated IDs for those fields.

	S Corp 1120S	C Corp 1120	Partnership 1065
Company Name			
Client No.	Internally Generated	Internally Generated	Internally Generated
Partner or Preparer No	Internally Generated	Internally Generated	Internally Generated
Business Activity (Code)	Page 1 - B	Schedule K Line 2a	Page 1 - C
Business Activity Description	Schedule B Line 2a	Schedule K Line 2b	Page 1 - A
Date Incorporated / Started	Page 1 - E	Page 1 - C	Page 1 - E
Total Assets	Page 1 - F	Page 1 - D	Page 1 - F
Number of Shareholders / Number of K-1's	Page 1 - I	N/A	Page 1 - I
Gross Receipts Less Returns	Line 1c	Line 1c	Line 1c
Compensation of Officers	Line 7	Line 12	N/A
Salaries and Wages	Line 8	Line 13	Line 9
Guaranteed Payments to Partners	N/A	N/A	Line 10
Ordinary Business Income/ Taxable Income	Line 21	Line 30	Line 22
Total Tax	N/A	Line 31	N/A
Cost of Goods - Labor	Form 1125-A Line 3	Form 1125-A Line 3	Form 1125-A Line 3
Form 6765 - Research Credit	Form 6765, Line 36	Form 6765, Line 36	Form 6765, Line 36