Hemminger & Associates, Inc. Income Tax Service

Dear Business Client;

This organizer is for the tax year 2020. Please use it as a guide in gathering together your 2020 tax information. Bring it with you to your interview or include it when you drop off or mail in the information. If you need more room than this organizer offers, feel free to use your own worksheets.

If we prepare the books for your company we may have most or all of the information we need to prepare your companies tax return. Please look over the enclosed sheets to see if there is information that you may not provide to us.

In compiling the information for your 2020 tax preparation, please review your return from 2019. Please make sure that the name spellings and addresses are correct.

For those of you that are responsible for a *Corporate* 1120S tax return, it is due March 15th.

For those of you that are responsible for a Partnership 1065 tax return, it is due March 15th.

For those of you responsible for *Corporate* 1120 (NOT SCorp) tax returns, it is due April 15th.

Business returns that have qualified extensions are due by September 15, 2021. The penalties for not filing business returns on time are severe. Please make sure you file the return or an extension on time.

We can no longer file an automatic extension for your company. You must contact our office and let us know you need to file an extension.

LLC's may be listed on your personal return as a Schedule C or Schedule E and are due with your personal tax return. LLC's may however be treated as a corporation or a partnership for IRS purposes. Make sure you know which one you are required to file.

With the pandemic, COVID-19, still affecting our daily lives, please know that we are doing what we can to lessen our exposure to the virus. We have implemented safety measures required by State and local regulations. Based on ever changing regulations, we may be limiting access to our office. Please call before visiting us. We plan on offering our normal in office appointments but we will also offer ZOOM based video chats and of course you may also mail in or drop by your information.

We would all like to thank you for your trust in our services and for your continued patronage. We hope that this New Year will be good to you and your loved ones.

Yours truly,

Gordon, Cathy, Steve, Jim, Patricia

		Business T	ax Worksheet For Tax	Year		
Name of Company:		Offi	cial Address:			
Type of Company:	Sole Proprietor	Partnership	Corporation	Limited Liability Com	pany	
Reported to Internal	Revenue Service as:	Schedule C,	Partnership, "C" Corp,	"S" Corp(2553 filed)		
Is this your first year	in business? Yes No		Company EIN:			
Gross Income: \$			Beginning Inventory	:\$	Ending Inventory: \$	
·						
Purchases for Resale	(Cost of Goods): \$		Health Ins	surance for Owner(s):		
Accounting]	Office Expense		o	ther Expenses
Advertising		•	Parking/Tolls		Name	1
Auto/Truck Expense		-	Payroll			
Bank Charges			Postage			
Commissions		1	Printing			
Delivery		1	Rent			
Dues/Subscriptions			Repairs			
Entertainment			Security			
Gifts			Supplies		-	
Insurance			Taxes-Payroll			
Interest			Taxes-Excise			
Janitorial			Taxes-Pers'l Property			
Laundry/Cleaning			Taxes-Local			
Legal/Professional			Telephone			
Licenses/Permits			Travel			
Miscellaneous			Utilities			
Depreciable Item Pu	rchases: Descriptio	on		Date Placed In Service	j.	Cost

Business Balance Sheet

Numbers as of December 31st (or fiscal year end)

Currer	it Assets:		_					Current Lia	bilities:	
ish in Bank			Assets Sold or Disposed of:			Accounts P	ayable			
Cash on Hand					Date	\$\$	Accrued Ta	ixes		
Accounts Receivable	!						Loans Paya	ible		
Inventory							Credit Card	ls(list below)		
Prepaid Expenses							Other			
Fixed	Assets:		_				Other			
Equipment				Other Fixed Assets:			_	Long Term Li	abilities:	
Vehicles							Mortgages			
Office Equipment										
Furniture										
Buildings										
Land										
Credit Card Descript	ion:]	Balance \$_			Credit Car	d Description:	Balar	nce \$	
Credit Card Description:Balance \$ _			Credit Card			d Description:Balance \$				
Company Equity										
Owners Percentage or # of Shares			Beginning Capital		Capit	Capital Contributions Cap		Withdrawals		

Please feel free to use your own worksheets if ours do not offer enough room for you.

Or if you keep records on the computer with software like Quickbooks,
please print a copy of the Profit & Loss and the Balance Sheet and attach them to our worksheet.