Hemminger & Associates, Inc. Income Tax Service For Tax Year 2014

Dear Business Client;

This organizer is for the tax year 2014. Please use it as a guide in gathering together your 2014 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 2014 tax preparation, please review your return from 2013. Please make sure that the name spellings and addresses are correct.

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

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

Business returns that have qualified extensions are due by September 15, 2015. 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 Internal Revenue Service purposes. Make sure you know which one you are required to file.

Please know that unlike many tax offices, we are open year round. Our staff is very experienced and well trained. Being well organized is one way to help keep your fee lower. Taking the time to completely fill out the organizer ultimately saves you money, not only in your fee but on your tax return.

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

6240 Tacoma Mall Blvd Ste 101 Tacoma, WA 98409 Phone 253-565-8333

	Business T	ax Worksheet For Tax	Year		
Name of Company:	Offi	cial Address:			
Type of Company: Sole Proprietor	Partnership	Corporation	Limited Liability Company		
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:			
Current la comp de		De sinusia s Lassantes est	¢ Eadin	α Instantone Φ	
Gross Income: \$		Beginning Inventory	b	ng Inventory: \$	
Purchases for Resale (Cost of Goods): \$		Health Ins	surance for Owner(s):		
Accounting]	Office Expense		Other Expenses	
Advertising		Parking/Tolls		Name	
Auto/Truck Expense		Payroll			
Bank Charges		Postage			
Commissions		Printing			
Delivery		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 Purchases:

Description

Date Placed In Service

Cost

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

Current Assets:					Current Lia	bilities:
Cash in Bank		Assets Sold or Disposed of:			Accounts Payable	
Cash on Hand			Date	\$\$	Accrued Taxes	
Accounts Receivable					Loans Payable	
Inventory					Credit Cards(list below)	
Prepaid Expenses					Other	
Fixed Assets:					Other	
Equipment		Other Fixed Assets:			Long Term L	iabilities:
Vehicles					Mortgages	
Office Equipment						
Furniture						
Buildings						
Land						
Credit Card Description:	Balance \$			Credit Car	d Description:Bala	nce \$
Credit Card Description:	Credit Card D		Description:Balance \$			
Company Equity						
Owners Perce	entage or # of Shares	Beginning Cap	ital	Capit	tal Contributions Capita	l 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 such as Microsoft Accounting or Quickbooks, please print a copy of the Profit & Loss and the Balance Sheet and attach them to our worksheet.