## Hemminger & Associates, Inc. Income Tax Service For Tax Year 2024

Dear Business Client;

This organizer is for the tax year 2024. Please use it as a guide in gathering together your 2024 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 2024 tax preparation, please review your return from 2023. Please make sure that the name spellings and addresses are correct.

For those of you that are responsible for an *S Corp* (1120S) or *Partnership* (1065) tax return, it is due March 17<sup>th</sup>.

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

Business returns that have qualified extensions are due by September 15, 2025. 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.

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, Jaimie, Regina, Dannis, Rob

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Name of Company:		Offi	cial Address:			
Type of Company:	Sole Proprietor	Partnership	Corporation	Limited Liability Company		
	Revenue Service as:	Schedule C,	Partnership, "C" Cor	p, "S" Corp(2553 filed)		
Is this your first year	r in business? Yes No		Company EIN:			
Gross Income: \$		Beginning Invento	ory: \$	Ending Inventory: \$		
Purchases for Resale	e (Cost of Goods): \$		Health	Insurance for Owner(s):		
Accounting			Office Expense		Oth	er 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 Proper	ty		
Laundry/Cleaning			Taxes-Local			
Legal/Professional			Telephone			
Licenses/Permits			Travel			
Miscellaneous		]	Utilities			
Depreciable Item Pu	rchases: Descriptio	on		Date Placed In Service	е	Cost

## **Business Balance Sheet**

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

Current A	Assets:						Current Lia	bilities:
Cash in Bank			Assets Sold or Disp	osed of:		Accounts Pa	ayable	
Cash on Hand		_		Date	\$\$	Accrued Ta	xes	
Accounts Receivable		_				Loans Paya	ble	
Inventory		_				Credit Card	ls(list below)	
Prepaid Expenses		_				Other		
Fixed A	ssets:					Other		
Equipment			Other Fixed Assets:				Long Term Li	iabilities:
Vehicles		_				Mortgages		
Office Equipment		_						
Furniture		_						
Buildings		_						
Land		_						
	n:Balar				Credit Card	d Description:	Balar	nce \$
Credit Card Description:Balance \$ _			Credit Card			d Description:Balance \$		
Company Equity								
Owners	Percentage or # of Sha	res	Beginning Cap	ital	Capita	al Contributions	Capital	l Withdrawals
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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.