

Hemminger & Associates, Inc.
Income Tax Service
For Tax Year 2017

Dear Business Client;

For those of you who may not know, we moved this past summer! Our new address is shown below.

This organizer is for the tax year 2017. Please use it as a guide in gathering together your 2017 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 2017 tax preparation, please review your return from 2016. 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 17th.

Business returns that have qualified extensions are due by September 17, 2018. 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, Michelle

New Address:

6915 Lakewood Dr W Suite A3 Tacoma, WA 98467 Phone 253-565-8333

Business Tax Worksheet For Tax Year _____

Name of Company: _____ Official 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: _____

Gross Income: \$ _____

Beginning Inventory: \$ _____ Ending Inventory: \$ _____

Purchases for Resale (Cost of Goods): \$ _____

Health Insurance for Owner(s): _____

Accounting	
Advertising	
Auto/Truck Expense	
Bank Charges	
Commissions	
Delivery	
Dues/Subscriptions	
Entertainment	
Gifts	
Insurance	
Interest	
Janitorial	
Laundry/Cleaning	
Legal/Professional	
Licenses/Permits	
Miscellaneous	

Office Expense	
Parking/Tolls	
Payroll	
Postage	
Printing	
Rent	
Repairs	
Security	
Supplies	
Taxes-Payroll	
Taxes-Excise	
Taxes-Pers'l Property	
Taxes-Local	
Telephone	
Travel	
Utilities	

Other Expenses	
Name	

Depreciable Item Purchases:	Description	Date Placed In Service	Cost

Business Balance Sheet

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

Current Assets:

Cash in Bank	
Cash on Hand	
Accounts Receivable	
Inventory	
Prepaid Expenses	

Fixed Assets:

Equipment	
Vehicles	
Office Equipment	
Furniture	
Buildings	
Land	

Assets Sold or Disposed of:

	Date	\$\$

Other Fixed Assets:

Current Liabilities:

Accounts Payable	
Accrued Taxes	
Loans Payable	
Credit Cards(list below)	
Other	
Other	

Long Term Liabilities:

Mortgages	

Credit Card Description: _____ Balance \$ _____

Credit Card Description: _____ Balance \$ _____

Credit Card Description: _____ Balance \$ _____

Credit Card Description: _____ Balance \$ _____

Company Equity

Owners	Percentage or # of Shares

Beginning Capital	Capital Contributions	Capital 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.