

Hemminger & Associates, Inc.
Income Tax Service

Dear Business Client;

This organizer is for the tax year 2018. Please use it as a guide in gathering together your 2018 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 2018 tax preparation, please review your return from 2017. 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 16, 2019. 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.

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

6915 Lakewood Dr. W 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: \$
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Purchases for Resale (Cost of Goods): \$	Health Insurance for Owner(s):
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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

Current Assets:

Cash in Bank	
Cash on Hand	
Accounts Receivable	
Inventory	
Prepaid Expenses	

Assets Sold or Disposed of:

	Date	\$\$

Current Liabilities:

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

Fixed Assets:

Equipment	
Vehicles	
Office Equipment	
Furniture	
Buildings	
Land	

Other Fixed Assets:

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.

Office In Home Worksheet

The area used for business must be used “regularly” and “exclusively”:

1. As the principal place of business, or
2. As a place to meet or deal with clients in the normal course of business, or
3. In connection with the business if it is a separate structure not attached to the taxpayer’s personal residence.

*Certain exclusions apply if the area is a Day Care or used for Inventory or Product Sample storage.

If we determine that your office in home is qualified we may deduct a portion of the following expenses.

Mortgage Interest	_____	Real Estate Taxes	_____
House Insurance	_____	Security System	_____
Home Repairs/Maint.	_____	Utilities	_____
Rent	_____	Casualty Losses	_____
Garbage	_____	Water	_____
Other	_____	Other	_____

Square footage of area used _____ **Total Square footage** _____

Day Care Operators(ONLY): Total hours the area was used _____

Were there any costs attributable to the business area only?

Description: _____ Cost _____

Description: _____ Cost _____

Other Information:

What did your home cost? _____ What was the land value? _____

When did you purchase it? _____

What capital improvements have you made?

Description: _____ Cost _____

Description: _____ Cost _____

Vehicle Expense Worksheet

Vehicle Description: _____

Date Placed in Service: _____ Buy or Lease

Cost of Vehicle: _____

Do you or your spouse (if applicable) have another vehicle available for personal use?

Yes No

Odometer at Beginning of the Year _____

Odometer at End of Year _____

Total Mileage for the Year _____

Business Miles _____ Personal Miles _____

Commuting Miles _____ Daily Average RT _____

How do you document your business usage? Log Book Other

If other please explain: _____

Was this vehicle depreciated in a prior tax year? Yes No

Vehicle Expenses:

Fuel _____

Maintenance _____

Repairs _____

Tires _____

Insurance _____

License-Reg _____

Monthly Lease _____

Loan Interest _____

Other _____

Other _____