

2020 Tax Folder: Enclose Your Pertinent Annual Documents for Your 2019 Tax Return, and Enclose ALL Back-up Tax Info as Well

Don't Forget!

Tax Return Deadline: 4/15/20

Extension Deadline: 10/15/20

Partnership Deadline: 3/15/20

Partnership Extension Deadline: 9/16/20

Information Returns

We recommend that you use a service to electronically file 1099s. Examples include: efilemyforms.com, efile4biz.com, tax1099.com, and Intuit 1099 E-file Service. We can provide blank 1099s and 1096s upon request. The filing deadline is 01/31 but no late penalties have been assessed to date. **NEW:** All rental properties now qualify as a trade or business for purposes of mandatory 1099 filing.

Quarterly Estimates

A major source of errors. We need the actual amount and date paid for each quarter. Incorrect quarterly amounts **delay** tax refunds and guarantees government correspondence.

Automobile Expenses for Business

- Odometer Reading: On 12/31/2019, please write it down or take an odometer picture with your cell phone.
- Keep each auto separate.
- Auto Interest: Call your finance company and get the amount.

Organizer

Use it! (As a guideline, at least, and do not forget to bring to appointment or mail-in.)

You do not need to write in your W-2 information or Investment information, i.e. interest, dividends and sale of stock. All this info comes from your W-2's and 1099s that we need to see in their entirety.

Travel Meals

Keep separate, as we can only take 50% and also tally the number of days you were away.

Rental Property Owners and Home Office Businesses

Please itemize, itemize, itemize! Itemize all repairs and capital improvements as much as you can.

Documents not to forget:

- Purchase, Sale, or Refinance Escrows
- Purchase or Lease on a new vehicle
- Non-cash Contribution Receipts
- General Ledger with your Profit and Loss Statements (or at least have it available online)
- Mortgage Interest Form 1098s.

Expense statements. Please print them; we need on paper, not just on your computer screen.

If You Are Emailing Us Your Tax Documents:

Send PDFs only! Combine all docs into a single PDF, if possible. No .xls and no .jpg files, for example.

If you cannot send us your documents in fewer than 10 PDF files, mail them instead.

IRS and Franchise Communication:

Per Power of Attorneys that we get from you for the IRS, we receive all communication that you do. However, we do not receive communication from Franchise Tax Board. If you get a notice from Franchise, please send all pages as a pdf to us immediately. You do not have to submit to us anything you receive from the IRS. We will probably get it before you do!

