

# 2021 Tax Folder: Enclose Your Pertinent Annual Documents for Your 2020 Tax Return, and Enclose ALL Back-up Tax Info as well

## Don't Forget!

Tax Return Deadline: 4/15/21

Extension Deadline: 10/15/21

Partnership Deadline: 3/15/21

Partnership Extension Deadline: 9/15/21

## 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 02/01 but no late penalties have been assessed to date.

## 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 12/31/2020 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!** DO NOT write in your W-2 information or Investment information, ie. interest, dividends and sale of stock. All this info comes from your W-2s and 1099s that you must send to us.

**PLEASE CHECK YOUR SALES OF STOCK. If there is no basis info given, you must get it.**

## 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 Escrow
- Purchase or Lease on a new vehicle
- General Ledger should be available on email
- Social Security 1099
- 1095A for Affordable Care
- Non-cash Contribution Receipts
- Mortgage Interest Form 1098s.
- 1099K (merchant statements)

## 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!