

**Hemminger & Associates, Inc.**  
**Income Tax Service**

Dear Business Client;

This organizer is for the tax year 2020. Please use it as a guide in gathering together your 2020 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 2020 tax preparation, please review your return from 2019. 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 15<sup>th</sup>.**

**For those of you that are responsible for a *Partnership* 1065 tax return, it is due March 15<sup>th</sup>.**

**For those of you responsible for *Corporate* 1120 (NOT SCorp) tax returns, it is due April 15<sup>th</sup>.**

*Business returns that have qualified extensions are due by September 15, 2021. 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.

With the pandemic, COVID-19, still affecting our daily lives, please know that we are doing what we can to lessen our exposure to the virus. We have implemented safety measures required by State and local regulations. Based on ever changing regulations, we may be limiting access to our office. Please call before visiting us. We plan on offering our normal in office appointments but we will also offer ZOOM based video chats and of course you may also mail in or drop by your information.

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*



# 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	

**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 \$ \_\_\_\_\_

**Company Equity**

Owners	Percentage or # of Shares	Company Equity		
		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.