952.448.4220
952.448.2705
544 Bavaria Lane
Chaska, MN 55318
www.dha-cpa.com

Dear Friends,

We hope that you had a happy and healthy holiday season. We are looking forward to assisting with your tax planning and preparation needs in the New Year.

We have enclosed a tax organizer checklist to assist you in gathering your tax information. If the majority of your documentation and information is available, we encourage you to submit that to us so we can begin preparation of your business return and send any additional information as soon as you receive it. If you prefer to send your information digitally please email us at cpa@dha-cpa.com to request a secure upload link.

If you do not wish to extend your tax return this year, we suggest submitting your information as early as possible. If you know you will require an extension this year, please notify us before your filing due date (3/16 for Partnerships and S-Corporations; 4/15 for Corporations). There is no additional fee to extend your return, but it is important to note that filing an extension DOES NOT extend the time for payment of your taxes. Therefore, if you owe taxes, your payment is still due on March 16, 2020 (Partnerships and S-Corporations) or April 15, 2020 (Corporations). If we extend your return, you will be notified before the deadline and we will send you a voucher if a payment is due.

Please read the next section thoroughly as our seasonal office hours will be changing this year. During tax season (2/17/20 – 4/15/20) our extended office hours are as follows:

8:00am – 6:00pm (Mon. – Thurs.)
8:00am – 5:00pm (Friday)
9:00am – 1:00pm (Saturday)

Our office will close at 5:00pm on Wednesday, April 15 and will be closed the entire day Thursday, April 16. When we re-open on Friday, April 17 we will go back to our normal office hours of 9:00am to 5:00pm (M-F). During the summer months, from Memorial Day to Labor Day, our Friday office hours will be reduced to 9:00am to 12:00pm.

To accommodate client needs outside of our open office hours we have installed a client drop box for submitting documentation. The drop box is located in the back of our building at door 550. When using the drop box, please submit your documents in a securely sealed envelope and label with taxpayer's name.

The checklist provided below will assist you in compiling the necessary information to prepare your tax return accurately. Please provide us with the applicable information for all items that apply to your business. This list is a summary of the most common tax information. If you have additional items or questions please reach out to us or include them in your provided documentation.

Business Tax Organizer Checklist

____ **QuickBooks Copy –** Current QuickBooks back-up file (.qbb) - All checking and savings accounts should be reconciled through 12.31.19
**Please provide us with the software year and version of QB and your Login information*

____ **Account Statements –** December bank and credit card statements showing balance as of 12.31.19

____ **Shareholder/Partner Loans & Payments –** Detail on any shareholder/partner loans and payments for the current year

____ **1099s Received –** Any 2019 1099s received

____ **1099s Prepared –** 2019 1099s filed for payments made to vendors and independent contractors

____ **Fixed Assets –** Information on fixed asset purchases/disposals (Invoices for equipment, vehicles, and/or furniture)

____ **Loan/Lease/Mortgage –** December statement showing balance as of 12.31.19; If there was any new debt incurred in 2019, provide a copy of the agreement

____ **Payroll (if DHA does not prepare) –** Year-end and quarterly payroll reports/information (i.e. W-3, W-2s, 941s, payroll summary from payroll provider)

____ **Mileage –** 2019 total auto mileage and allocation of business and personal miles

____ **Retirement –** Detail on any retirement contributions made (or would like to be made) for 2019

____ **Minutes –** Copy of 2019 Board of Directors' minutes

____ **Sales Apportionment –** Summary of sales by state

Please follow the links below to fill out the 2019 Engagement Letter and Delivery Methods, once complete please send the forms to our office with all or the majority of your documentation and information so we can begin preparation of your business return. If you prefer to send your information digitally, we suggest using our ShareFile upload link to ensure document security. To request this link please email your immediate contact at DHA or to our general email at cpa@dha-cpa.com. There is no size limitation on files sent to us through this method.

Thank you for your business and we look forward to working with you this tax season.

Sincerely,

DRAZAN, HENKE AND ASSOCIATES, PLLC