DHA CPAs

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

Dear Client,

We hope you had a happy and healthy Holiday season! We have been anxiously awaiting the New Year and are excited to be working with you this tax season.

We have enclosed a tax organizer checklist to assist you in gathering your tax information. If you prefer to send your information digitally, please use our simple upload links at https://dha-cpa.com/secure-file-sharing/. We also encourage the use of our client drop box located at the back of our building for physical document delivery. When submitting documents to our drop box, please place them in a securely sealed envelope and label with your name.

Please submit your information to us as soon as possible, even if you are missing a few items, so we can begin preparation of your return. You may continue to send additional information as it becomes available to you.

You must submit your information prior to **March 5th, 2021** if you do not wish to extend your return this season. Client submissions after March 5th will result in us filing an automatic extension of your return and we will not be able to guarantee completion and filing prior to the April 15 deadline. There are no additional fees to extend your return, but it is important to note that filing an extension only extends the time to file and DOES NOT extend the due date of tax payments. Therefore, if you owe taxes, payments are still due on April 15th. If we need to extend your return, we will send you notification prior to April 15th and provide you with any necessary payment vouchers if we determine you owe taxes. If you already know you will require an extension, please notify us as soon as possible.

During tax season, we will continue our normal business hours of Monday – Friday 9:00am to 5:00pm. In addition to these hours, we will also be open on the following Saturdays from 9:00am to 1:00pm.

- March 6th and 13th
- April 3rd and 10th

Our office will be closing at 5:00pm on Thursday, April 15th and will be closed all day Friday, April 16th. During the summer months (Memorial Day to Labor Day) our office hours on Fridays will be reduced to 9:00 – 12:00.

We would like to thank you for your patience and understanding as we adapt to the new normal of business after COVID-19.

The checklist provided at the end of this email 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 your DHA contact or include these items in your provided documentation.

If you have any questions, please reach out to your DHA contact or give us a call at (952) 448-4220.

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

Sincerely,

DRAZAN, HENKE AND ASSOCIATES, PLLC

BUSINESS TAX ORGANIZER CHECKLIST

____ **QuickBooks Copy (if using Desktop) –** Current QuickBooks back-up file (.qbb) - All checking and savings accounts should be reconciled through 12.31.20
**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 12.31.20

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

____ **1099s Received –** Any 2020 1099s received

____ **1099s Prepared –** 2020 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 12.31.20; if there was any new debt incurred in 2020, 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 –** 2020 total auto mileage and allocation of business and personal miles

____ **Retirement –** Detail on any retirement contributions made (or would like to be made) for 2020

____ **Minutes –** Copy of 2020 Board of Directors' minutes

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

____ If you are a sole proprietor or partnership owner that was unable to work or telework due to you or a dependent being under a COVID-related quarantine, seeking a medical diagnosis due to COVID symptoms, or caring for a dependent whose place of school or care was closed due to COVID, please provide us with the reason you were unable to work and the corresponding dates.

CONTACT INFORMATION & DELIVERY PREFERENCES

Please fill in your contact information and checkmark your preferred method of contact:

Primary Contact - ________________________

Title - __________________________________

☐ Phone - ________________________________

☐ Email - _________________________________

Please select your preferences for delivery of the items below:

**If you do not make any selections below, we will default to delivering all items via our digital options to maintain best practices for social distancing.*

SIGNATURE FORMS: (E-file authorization & other forms requiring signature)
**You are responsible for signing and returning these forms prior to the filing deadline.*

- ☐ Sign electronically via Adobe Sign
- ☐ Emailed as PDF via ShareFile
- ☐ Sign in person at DHA office
- ☐ Mailed to business with return envelope

CLIENT COPY OF TAX RETURN, PAYMENT VOUCHERS (if applicable), AND OTHER DELIVERABLES

- ☐ Emailed as PDFs via ShareFile
- ☐ Pick up physical copies in office
- ☐ Mailed to client *(*please only select this option if you are not local or circumstances do not allow for other options)*
- ☐ *N/A - I did not provide physical documents*

ShareFile SECURE CLOUD SERVER
Notification to download the documents will be sent to the email provided above for "Primary Email".