

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 to assist you in gathering your information. Please complete the organizer to the best of your ability and submit it with your tax documents. 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
- March 13th
- April 3rd
- April 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.

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

Sincerely,

DRAZAN, HENKE AND ASSOCIATES, PLLC

CONTACT INFORMATION & DELIVERY PREFERENCES

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

Primary Phone: _____

Primary 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.*

PLEASE NOTE: These selections do not reflect the filing of your return. We will attempt to e-file all tax returns and will notify you if your return has been disqualified from e-filing for any reason.

SIGNATURE FORMS: (E-file authorization & other forms requiring client signature)

- Sign electronically via Adobe Sign
- Emailed as PDF via ShareFile
- Sign in person at DHA office
- Mailed to client 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 your circumstances do not allow for the other options*)

DIGITAL TAX ORGANIZERS FOR 2021:

Next tax season, DHA will be offering the option to complete your 2020 Tax Organizer electronically through TaxCaddy. All clients will receive an email in January 2021 containing a link with further instructions to create your TaxCaddy account if you prefer a digital organizer. If you do not set up an account, you will continue to receive a paper organizer in the mail.



Notification to download your final tax documents will be sent to your primary email address.



2020

Basic Information

Estate/Trust Name

Address
City, State, ZIP code
Employer
Identification Number

Trustee/Executor Name

Ordinary Income

Please provide copies of all Form(s) W-2 and 1099 and any nontaxable distribution details.

Name of Payer	Type*	Taxable Amount	Federal Tax Withheld	2019 Amount

*Enter:
"W" for Wages and Salaries
"P" for Pensions and Annuities
"L" for Lump-Sum Distribution
"C" for Copyright or Patent
"O" for any other type of income



2020

Beneficiary's Information

Did any beneficiaries change?
If yes, please designate below.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Please indicate if there were any distributions made to a beneficiary below.
 Distributions may be required, discretionary, or made under the 65-day rule.
 Distributions made on or before March 6, 2021 may be included as a 2020 distribution under the 65-day rule.

Beneficiary's Personal Information

		Distributions	2019 Amount
Name	<input type="text"/>	Required Discretionary 65-Day	
Name (continued)	<input type="text"/>		
Address	<input type="text"/>		
City, State, ZIP code	<input type="text"/>		
SSN/Tax ID number	<input type="text"/>		
Name	<input type="text"/>	Required Discretionary 65-Day	
Name (continued)	<input type="text"/>		
Address	<input type="text"/>		
City, State, ZIP code	<input type="text"/>		
SSN/Tax ID number	<input type="text"/>		
Name	<input type="text"/>	Required Discretionary 65-Day	
Name (continued)	<input type="text"/>		
Address	<input type="text"/>		
City, State, ZIP code	<input type="text"/>		
SSN/Tax ID number	<input type="text"/>		
Name	<input type="text"/>	Required Discretionary 65-Day	
Name (continued)	<input type="text"/>		
Address	<input type="text"/>		
City, State, ZIP code	<input type="text"/>		
SSN/Tax ID number	<input type="text"/>		
Name	<input type="text"/>	Required Discretionary 65-Day	
Name (continued)	<input type="text"/>		
Address	<input type="text"/>		
City, State, ZIP code	<input type="text"/>		
SSN/Tax ID number	<input type="text"/>		



Interest Income

Please provide copies of all Form(s) 1099-INT or other documents relating to interest received.

Name of Payer	Savings & Loans, Bank and Other	U.S. Bonds and Obligations	Tax-Exempt Interest	2019 Amount
Total				

Seller-Financed Mortgage Interest Information:

Name of Individual to Whom Mortgage Interest Was Paid	Identification Number of Individual	2020 Interest Amount	2019 Interest Amount

Address of Individual to Whom Mortgage Interest Was Paid



2020

Dividend Income

Please provide copies of all Form(s) 1099-DIV or other documents relating to dividends received.

Name of Payer	Box 1a Total Ordinary Dividends	Box 1b Qualified Dividends	Box 2a Total Capital Gain Distributions	2019 Amount
Total				



Rental/Royalty Income and Expenses

Type of Property: _____

Location of Property: _____

If this property was disposed of, please enter date _____

Yes	No

Have you prepared or will you prepare all required Forms 1099?

	2020	2019
Ownership percentage if not 100%	%	%

Income

Rental Income		
Royalty Income		
Other Income:		

Expenses

Advertising		
Auto and travel		
Bad debts		
Cleaning and maintenance		
Commissions		
Insurance		
Legal and other professional fees		
Management fees		
Mortgage interest paid to financial institutions (please provide form 1098)		
Other mortgage interest		
Other interest		
Repairs		
Supplies		
Taxes		
Utilities		
Other Expenses:		

Total		



2020

Income from Partnerships, S Corporations, Estates and Trusts

Please provide all Schedule(s) K-1 sent to you by the passthrough entity.

Name of Entity	Tax ID Number



Tax Payments and Refunds

Federal Estimated Tax Payments	Amount Due	Date Paid if Not By Date Due (Mo/Da/Yr)	Amount Paid
2020 1st Quarter Estimate			
2020 2nd Quarter Estimate			
2020 3rd Quarter Estimate			
2020 4th Quarter Estimate			

State Estimated Tax Payments	Amount Due	Date Paid if Not By Date Due (Mo/Da/Yr)	Amount Paid
2020 1st Quarter Estimate			
2020 2nd Quarter Estimate			
2020 3rd Quarter Estimate			
2020 4th Quarter Estimate			
2019 state extension payment			

Tax Refunds	Amount
State and local income tax refunds	

If you have an overpayment of 2020 taxes, do you want the excess:

	Yes	No
Refunded	<input type="checkbox"/>	<input type="checkbox"/>
Applied to your 2021 estimated tax liability	<input type="checkbox"/>	<input type="checkbox"/>



Consolidated Brokerage Statement

11A

Brokerage Name	Account Number

Brokerage Address

Interest Income and Foreign Information

Interest Income: (List all items sold during the year on Form 11C.)

	Source	Ordinary Interest	U.S. Bonds and Obligations
A			
B			
C			
D			
E			

Special Interest Code: 2 - Nominee Interest 4 - Original Issue Discount Adjustment
 1 - Qualified Educational Series EE Bonds 3 - Accrued Interest 5 - Amortizable Bond Premium Adjustment

Code	Special Interest	Tax-Exempt Interest	Private Activity Bonds	Early Withdrawal Penalty	Investment Expenses
A					
B					
C					
D					
E					

	Federal Withholding	State Withholding	2019 Interest Amount
A			
B			
C			
D			
E			

Foreign Taxes Paid or Accrued:

	Source	Name of Foreign Country Imposing Tax	X if Tax Accrued	Date Paid or Accrued (Mo/Da/Yr)	Tax Amount (in Foreign Currency)	Tax Amount (in U.S. Dollars)
A						
B						
C						
D						
E						