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

Dear Client,

As we turn the corner into the new year, we want to make sure you have all the information you need going into tax season.

We have enclosed a tax organizer checklist to assist you in gathering your documentation. If you prefer to send your information digitally, please use our secure 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 at Door 550 for physical documents. When using the drop-box we ask that you please place your documents in a securely sealed envelope labeled with your name and contact information.

Please submit your information to us by **FEBRUARY 14** to file by the spring deadline. If you are missing a few items, just deliver what you do have so we can begin preparation of your return. You may continue to send additional information as it becomes available to you.

If you submit your information AFTER **FEBRUARY 14,** we will file an automatic extension and cannot guarantee completion of your return prior to the March 15 (Partnerships & S-Corps) or April 15 (Corps) 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 tax payments which are still due by the original spring deadline. If we need to extend your return, we will send you notification and provide any necessary payment vouchers prior to the deadline 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 (Mon to Fri 9AM–5PM). Our office will be closing at 5PM on Monday, April 18th and will be closed all day Tuesda, April 19th. During the summer months (Memorial Day to Labor Day) our office will be closed on Fridays.

ENGAGEMENT LETTER – *Digital Signature Required

- Click the link below and select your business entity type to electronically sign the annual tax engagement letter. Signature is required prior to filing your business tax return.

  https://dha-cpa.com/tax-consent/

The checklist below is a list of the most common tax items you should compile for accurate preparation of your business tax return. This list is simply a summary, and you should provide us with any, and all items that apply to your business.

We are excited to be working with you again this year and hope you have a wonderful holiday season.

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

BUSINESS TAX ORGANIZER CHECKLIST

____ **QuickBooks Copy (if using Desktop) –** Current QuickBooks back-up file (.qbb) - All checking and savings accounts should be reconciled through 12.31.21
**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 12.31.21

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

____ **1099s Received –** Any 2021 1099s received

____ **1099s Prepared –** 2021 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 12.31.21; if there was any new debt incurred in 2021, 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 –** 2021 total auto mileage and allocation of business and personal miles

____ **Retirement –** Detail on any retirement contributions made (or would like to be made) for 2021

____ **Minutes –** Copy of 2021 Board of Directors' minutes

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