

2020 Business Tax Organizer

You *MUST* bring this with you to your tax appointment!

Name of Business: _____

Name of Contact Person: _____

Phone Number of Contact Person: _____

QuickBooks' Password: _____

Which Software Version of QuickBooks Are You Using: *(Extremely Important - Circle one.)*

2021 2020 2019

Do you have employees? **Y N**

If yes, please provide **ALL** the Quarterly Payroll Reports:

- 1st Quarter
- 2nd Quarter
- 3rd Quarter
- 4th Quarter

Do you have Subcontractors? *(Anyone you paid more than \$600 to.)* **Y N**

Do you want us to prepare your 1099's for your Subcontractors? **Y N**

If yes, please list: *(name, address, social security #, amount, what it was for)*

Have you made any major purchases? **Y N**

If yes, please list: *(description of asset & amount paid)*

Please list all business **bank accounts** and **reconciled balances** as of 12/31/20:

Please list all **credit cards** and **balances** as of 12/31/20:

Please list all **business loans / lines of credit / mortgage balances** as of 12/31/20:

Paycheck Protection Program: *(Please complete if you received a PPP loan.)*

- Amount of Loan _____
- Qualified Expenses _____
 - Payroll:
 - Salaries _____
 - Commissions _____
 - Tips _____
 - Group Health Insurance _____
 - State Unemployment _____
 - Business Mortgage Interest _____
 - Rent _____
 - Utilities:
 - Electric _____
 - Gas _____
 - Water _____
 - Transportation _____
 - Phone _____
 - Internet _____
 - Interest on Existing Debt _____
- Was your loan forgiven? **Y** **N**
- Do you expect your loan to be forgiven? **Y** **N**

Extension of Time to Pay Employment Taxes:

- Have you elected to defer payment of applicable employment taxes? **Y** **N**
 - If yes, what is the total amount of employment taxes you have elected to defer as of 12/31/20? _____

*** If you are not using QuickBooks, please make sure you provide me with a detailed list of all your business income and expenses. Please use the following as a guide. Feel free to add additional categories as they pertain to your business. ***

Income

- Gross receipts or sales _____
- Returns & allowances _____
- Cost of goods sold _____

Expenses

- Compensation of Officers _____
 - Salaries and Wages _____
 - Advertising _____
 - Car & Truck expenses _____
 - Commissions & Fees _____
 - Contract labor (subcontractors) _____
 - Employee benefit programs _____
 - Health Insurance _____
 - Other Insurance _____
 - Interest Expense _____
 - Legal & Professional fees _____
 - Office Expenses _____
 - Pension & Profit-Sharing plans _____
 - Rent _____
 - Repairs & Maintenance _____
 - Lease _____
 - Vehicles, machinery, equipment _____
 - Other _____
 - Repairs & Maintenance _____
 - Supplies _____
 - Taxes & Licenses _____
 - Travel & Meals _____
 - Travel (hotel, flight, etc.) _____
 - Deductible meals _____
 - Utilities _____
 - Wages _____
 - Other expenses (please list) _____
1. _____
 2. _____
 3. _____

Information for Your Vehicle (If you used more than one, please list separately.)

- Date you placed your vehicle in service (m,d,y) _____
- Mileage _____
 - Total miles you drove your vehicle in 2018 _____
 - Business miles _____
 - Commuting miles _____
 - Other _____

Sending Your QuickBooks Accountant Copy to Jaime

How to back-up your file:

To export an accountant's copy:

1. In QuickBooks, open your company file.
2. Click on
 - **File**, in the menu bar
 - **Send Company File**
 - **Accountant's Copy**
 - **Send to Accountant**
 - **Next**
 - **Dividing Date**
 - **Custom**
 - **12/31/20**
 - **Next**
 - **Accountant's email address**
 - jaimebollinger@suskowealthadvisors.com
 - Create a file transfer password
 - **Make sure to email this to Jaime separately!**
 - **Send**

You may continue to work in your QuickBooks file.

When Jaime sends your file back to you:

To import these changes:

1. In QuickBooks, open the company file that this Accountant's Copy came from.
2. Click on
 - **File**, in the menu bar
 - **Send Company File**
 - **Accountant's Copy**
 - **Import Accountant's Changes from Web**
3. Review the list of changes.
4. Click the button **Incorporate Accountant's Changes**.