Daniel S. Grieb, CPA
Combining Wealth & Tax Solutions

12109 Anne Street · Omaha, NE 68137 · 402-399-0832 · www.grieb-cpa.com

January 15, 2019

Dear Friends,

Enclosed is your 2018 business tax organizer to help you gather your tax information as well as determine if any new or existing tax laws require further research for your benefit.

Completion of the enclosed organizer is mandatory. If we receive your tax documents without this required organizer completed in full, we will stop all processing until a completed organizer is received by our office.

If we do not receive your business tax information by March 1st, we will automatically extend your return. However, an extension is not permission to pay late. It is simply asking for more time to gather information necessary to file a complete and accurate return. You will be penalized if you file and pay late.

As soon as all of your tax information is gathered, you can deliver it to our office at your convenience. However, if you want to meet and discuss your tax return information, an appointment will need to be scheduled. Without an appointment, we will not be available to sit and discuss your tax organizer questions.

If you do not need an appointment, you can drop off the organizer and all supporting tax records during our normal business hours Monday through Friday from 8am to 5pm. Saturday drop offs are by appointment only. We will not begin preparing your tax return until all information is made available to us, so please make your submission as complete as possible. We will call you two to three weeks later to let you know the returns are completed or if we have any questions during the preparation of your returns.

Finally, on the next page of this organizer is our confirmation letter to you which confirms what you are engaging us to perform. If you have questions on this confirmation, please feel free to call.

Best regards,

Dan Grieb

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2018 BUSINESS TAX ORGANIZER CONFIRMATION LETTER

This letter is to confirm our understanding for the preparation of your 2018 tax returns. Sign below that you understand these terms.

We will prepare your 2018 Business Tax Return(s). Your returns will be prepared from information you provide to us in accordance with the appropriate income tax laws and regulations. Although our work will not include procedures to discover irregularities or inaccuracies in the tax data you provide, we may ask for clarification of certain information, or additional information, so we can prepare accurate and complete returns for you.

If you have questions about any unique or different situations that occurred during 2018 that you believe may have income tax implications, you are responsible for bringing this to our attention.

Our fees for the preparation of your returns are due and payable upon presentation of your returns. Credit will be granted only if arranged for in advance. If your return is audited or if you receive notices from any taxing authority, we are available to assist you in these matters. Fees for any additional services will be billed separately from the preparation of your return. After all information has been delivered to our office, please allow two to three weeks time for the completion of your returns.

We do not make copies of all documents used to prepare your tax returns. However, you are required to keep copies of all tax related records for a minimum of 3 years. We suggest you retain all tax records no less than 7 years in the event of an audit. Because we do not make copies of all documents we used during the preparation of your tax return, please keep all originals in a safe place.

We look forward to serving you.

Daniel S. Grieb, P.C.

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Client signature(s) confirming understanding

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BASIC TAXPAYER INFORMATION

Name:

Business Name ____

Address for filing purposes:

Street___________________________________ (**Check here if no changes________)**

City____________________________________

State________________ Zip_______________

Preferred Contact Person____

Preferred telephone number and email address to be used for any tax questions:

Telephone #____

Email address____

MISCELLANEOUS QUESTIONS

1. INCOME and EXPENSE ITEMS

Please provide a copy of your company financial statements if kept on QuickBooks or other software. You may also provide us a copy of your QuickBooks backup instead (Preferred Option). If you provide this backup, we also need the following information:

a. Login name__________________

b. Password____________________

c. What is the Year Version of your QuickBooks__________________
(Note - we only support QuickBooks for years 2016 and later)

d. If you do not use an accounting package for recording income and expense items, please provide us your internally prepared spreadsheets or documents. Alternatively, you can complete the blank financial statements provided in this organizer after you have totaled your items.

Questions:

____ Did you buy or sell any vehicles during the year? If yes, we need all purchase or sale information you received from the dealer and loan documents, if any.

____ Did you buy or sell any new equipment or other assets during the year? If yes, we need all purchase or sale information and loan documents, if any.

____ Do you have other assets that had previous financing that you are still making payments on? If yes, we need the ending balance of the note you are paying as well as the interest expense paid for the tax year.

____ Did you loan your business any money during the tax year? If yes please explain under the Notes page.

1. INCOME and EXPENSE ITEMS - Continued

____ If we do not prepare your company payroll, please provide copies of all quarterly payroll reports and W-2 summaries so that we can properly report the correct payroll on your tax return.

____ Did you pay for health insurance for yourself and your family through a company expense account? If so, how much did you pay and to which account did you post the insurance expense? Please explain on the notes page. You may ignore this question if we prepare your payroll and you have previously provided us this information.

____ Did you pay for health insurance for your employees. If so, please provide us the detail as given to you by your insurance company/representative.

____ Are there any personal items included on you company Income Statement that we need to disregard as company expenses? If so, please explain on the notes page.

____ Did the owners of the business change or did the ownership percentages change during the year? If so, please explain on the notes page.

To minimize accounting and bookkeeping errors and costs, we strongly recommend you do not mix personal and business expenses. You may transfer funds to and from your corporate and personal accounts.

a. Identify a personal withdrawal of funds from your business account as “Shareholder Distribution”

b. Identify a deposit of personal funds to your business account as “Shareholder Contribution”

c. If contributions and distributions were made for more than one shareholder during the year, provide separate information for each shareholder

____ Are all meals and entertainment expenses on your financial information properly treated as business meals? If no, please explain on notes page.

NOTES FOR 2018 TAXES

Use this page to make notes or reference information you believe
is important or necessary for us to consider when we prepare your taxes or
for further explanation for any previous question in this organizer.

FOR TAXPAYERS WITH RENTAL PROPERTIES - List amounts

For each rental property you own, please summarize the following information:

1. Gross rents

2. Expenses:

Advertising

Auto mileage

Travel

Cleaning & Maintenance

Commissions

Insurance

Legal & Professional fees

Management fees

Mortgage interest

Other interest

Repairs

Supplies

Taxes

Utilities

Other expenses

Capital improvements (list type of new asset and amount spent).
Assets Sold – Date, sale amount and description of asset sold

FOR TAXPAYERS WITH A SMALL BUSINESS - List amounts

Income Items:

Gross Sales

Cost of goods sold

Other Income

Expenses:

Advertising

Vehicle expense or mileage

Contract Labor

Business Insurance

Interest

Professional Fees

Office and Other Expense

Pension contributions

Rent or Lease

Repairs and Maintenance

Travel

Meals and Entertainment

Utilities

Wages

Other Expenses (detail)

Capital improvements (list type of new asset and amount spent).
Assets Sold – Date, sale amount and description of asset sold

FOR TAXPAYERS WITH A FARM - List amounts

Income Items:

Sales of Livestock, produce, grains, etc.

Coop 1099-PATR income

Agricultural program payments

Rents and other income

Expense Items:

Vehicle expense or mileage

Custom Hire

Feed

Chemicals, Fertilizers and Lime

Freight

Fuel

Insurance

Interest

Labor

Rent

Repairs and Maintenance

Seeds and Plants

Storage

Supplies

Taxes

Utilities

Other Expenses

Capital improvements (list type of new asset and amount spent).
Assets Sold – Date, sale amount and description of asset sold