

**DANIEL S GRIEB, CPA
2019 BUSINESS TAX ORGANIZER
12109 ANNE STREET
OMAHA, NE 68137
402-399-0832
www.grieb-cpa.com**

January 15, 2020

Dear Friends,

Enclosed is your 2019 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.

Please note: The Internal Revenue Service is placing more reporting obligations upon CPA firms for all business returns while Nebraska is also now requiring a separate state tax return. These new reporting requirements will most certainly cause us to spend more time preparing your business returns, which will involve a fee increase. We will do our best to minimize these fee increases.

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 or 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 Tax Engagement Letter with you which confirms what you are engaging us to perform and what our obligations to you involve. If you have questions on this Tax Engagement Letter, please feel free to call me personally.

Best regards,

Dan Grieb

2019 TAX ENGAGEMENT LETTER

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of services we will provide.

We will prepare your federal and state business tax returns. This engagement pertains only to the 2019 tax year, and our responsibilities do not include preparation of any other tax returns that may be due to any taxing authority. You are responsible for informing us which states you are legally required to file with. Our engagement will be complete upon delivery of the completed returns to you. Thereafter, you will be solely responsible to file any returns with the appropriate taxing authorities in the event we were not able to efile on your behalf.

Your return will be prepared from information you provide to us in accordance with the appropriate income tax laws and regulations. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. We expect you to use this organizer and to have sufficient internally generated financial statements to assist us in keeping our fees to a minimum. Please inform us directly and in writing of any unique changes or issues you believe need to be addressed with this filing.

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. We will not audit or otherwise independently verify the information you submit. However, we will inform you of any material errors or other illegal acts that come 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 documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to taxing authorities. You have final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

It is our policy to retain engagement documentation for a period of seven years, after which

time we will commence the process of destroying contents of our engagement files. Any original documents will be returned to you at the completion of this engagement.

You agree that any dispute (other than our efforts to collect an outstanding invoice) that may arise regarding the meaning, performance, or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within Douglas County, Nebraska according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Nebraska law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary.

Our liability relating to the performance of the services rendered under this letter is limited solely to direct damage sustained by you. In no event shall we be liable for the consequential, special, incidental, or punitive loss, damage, or expense caused to you or to any third party (including without limitation, lost profits, opportunity costs, etc.). Notwithstanding the foregoing, our maximum liability relating to services rendered under this letter (regardless of form of action, whether in contract, negligence or otherwise) shall be limited to the fees received by us for this engagement. The provisions set forth in this paragraph shall survive the completion of the engagement.

Notwithstanding anything contained herein, both accountant and client agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into at our office located in Douglas County, Nebraska, USA, and it shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Nebraska.

We look forward to serving you.

Daniel S. Grieb, P.C.

Officer signature(s) confirming understanding

BASIC TAXPAYER INFORMATION

Name:

Business Name _____

Address for filing purposes:

Street _____

City _____

State _____ Zip _____

Preferred Contact Person _____

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

Telephone # _____

Email address _____

Did your company issue any 1099's to any 3rd parties for year 2019? Circle: Yes or No

Did any business members have a change of address in year 2019? Circle: Yes or No
(Detail any changes on notes page below)

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 2017 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.

Specific questions to assist us in minimizing our fees to you:

____ Did you buy or sell any vehicles or other equipment during the year? If yes, we need all purchase or sale information you received 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.

____ 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? Explain on notes page unless we already have this.

____ Are there any personal items included on your company income statement that we need to disregard as company expenses? If so, explain on the notes page below.

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

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. You must clearly detail to us any personal versus business expenses included on your financial statements or records.

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

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

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, explain on notes page.

What is the reconciled ending balance of all business checking and savings and other cash accounts? We are required to report this on your business return:

\$ _____

____ Provide us with business miles driven on all business vehicles and the percentage of business usage for the mileage. Be specific to each vehicle. Detail on the notes page below.

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