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January 15, 2022

Dear Friends,

Enclosed is the 2021 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. 2021 continued to be an unprecedented year. Like 2020, there are new items we will need to consider for your business tax return(s) which involves more work done behind the scenes that benefits accurate filing. Federal and state changes may require more time spent on your return(s) this year. We will do our best to manage this as efficiently as possible. You can help by completing this organizer, which is an important step on your part in helping us manage our time spent and remain accurate in order to minimize your taxes.

Completion of the enclosed organizer is mandatory. If we receive your tax documents without this required organizer completed in full, we reserve the right to not begin preparation of your return until an organizer is returned to us. Without your thoughtful assistance to the following questions, your tax return may contain errors when prepared and submitted, as well as take longer to prepare.

Due to extreme workload compression during the tax season, we ask that you deliver all tax documents to our office no later than March 1, 2022. Paperwork delivered to our office after this deadline will likely require an extension.

As soon as all of your tax information is gathered, you can simply drop your packet of information to our office at your convenience. If you need to meet and discuss any items about your tax return information, an appointment must be scheduled. Without an appointment, we will not be available to discuss your tax organizer questions. Drop-in meetings without an appointment are difficult for us to manage time for, even if for just a few minutes, so please plan accordingly to ensure we can meet your needs.

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 8 a.m. – 5 p.m. If you are unable to make it during normal business hours, please utilize our new, after hours drop off box. 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 if we have questions or when the return is ready for pick up and filing.

Finally, on the next page of this organizer is our Engagement Letter for confirming what you are engaging us to perform. The confirmation must be signed before we prepare your taxes.

18035 Oak Street | Omaha, NE 68130
P 402-399-0832 | F 402-399-5343

After hours drop off box is now available

2021 Business Tax Organizer, Page 1

Engagement Letter for Tax Return Preparation

Dear Client,

Thank you for the privilege of allowing us to provide you with tax preparation services. This engagement letter expresses the terms and conditions under which we will provide you with tax services, and it outlines responsibilities for each of us.

Tax Preparation:

- We will prepare your federal and state tax filings (tax return) with supporting schedules for the 2021 tax year based on information you provide us.
- You will provide any requested records needed in order to complete the tax return preparation. Original records will be returned to you upon completion of the tax return.
- You will provide all information to us no less than 15 days prior to the expected delivery date of the tax return. We will extend the due date of your tax return if they are not done by the filing deadline. An extension does not extend the time to pay, only the time to file. If you owe, you will need to pay in with an extension. An extension is good for 6 months.
- We will not audit or otherwise verify your records to discover errors or omissions, should any exist. However, if we find irregularities or unusual items, we will bring them to your attention and/or ask for clarification.
- We will provide bookkeeping assistance necessary to complete the tax preparation. This will be billed as a separate but additional charge to the tax preparation fee.
- You attest that income and expense items you claim are substantiated by proper records and receipts, and can furnish such documentation in the event of an audit.
- You attest that the information you provide is accurate and complete to the best of your knowledge.
- You are ultimately responsible for the accuracy of the tax return and should review all documents carefully before signing.

Fees & Payment:

- All preparation fees are invoiced per tax return per tax year.
- All bookkeeping or other services will be invoiced with this tax return.
- Our fees are based on the complexity of your tax return, time spent as well as out-of-pocket expenses.
- We reserve the right to ask for a retainer to be paid in advance of work done from new clients and any client with whom we have experienced late payment problems.
- If you terminate this engagement before completion, you agree to pay for time and expenses incurred prior to the date of termination, even if the tax return is not completed.
- In the event the client has any past due balances, we reserve the right to cease working on your tax return or providing any other services until the balance has been paid in full or other acceptable payment arrangements have been made.

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Engagement Letter for Tax Return Preparation (Continued)

Fees & Payment (Continued):

- Past due balances of more than 30 days are subject to 12% annual interest.

Important Notices:

- Where tax law is ambiguous or unclear, we will use our best judgement. Unless otherwise instructed by you, we will resolve such questions, when possible, in your favor.
- Penalties can be imposed when taxpayers understate their tax liability. If you would like information on these penalties, please contact us. Consider making estimated payments in year 2022 if this is a concern.
- If an extension of time is required, any estimated taxes owed must be paid when the extension is filed. Any amounts not paid by the filing deadline are subject to interest and late payment penalties. These are your responsibility.
- The IRS does not permit us to discuss your tax return except if authorized by the client by checking a specific box on your tax return. Unless otherwise instructed by you, we will not check the box which authorizes the IRS to discuss your tax return with us.
- Your tax return may be selected for audit or for additional explanation requested by tax authorities. We are available to represent you or prepare materials in response to correspondence. However, these are additional expenses not included in our tax preparation fees and we will render additional invoices for the time and expenses incurred.
- One printed return copy will be provided to you for your files. Copies at any other time are \$25 minimum each. This fee applies to digital as well as paper copies for the time and effort involved in providing this service.
- If you require us to release a copy of your tax return(s) to a 3rd party (e.g. mortgage lender) we will require your permission in writing or via email. Postage and copy fees stated above will be invoiced for this effort (\$25 minimum).

Please sign this letter and return it to us with this completed organizer.

Very truly yours,

Dan Grieb, CPA

Business Legal Name (please print):

Officer or Owner signature:

Date:

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BASIC TAXPAYER INFORMATION

Name

Business Name: _____

Address for filing purposes

Street: _____

City: _____ State: _____ Zip Code: _____

Preferred Contact Person: _____

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

Telephone Number: _____

Email address: _____

YES or NO Did your business receive the PPP Loan?
If yes, how much? _____

YES or NO Did your business receive the EIDL Loan?
If yes, how much? _____

YES or NO Did your business receive the EIDL Grant?
If yes, how much? _____

YES or NO Did your business receive any Nebraska grant monies?
If yes, how much? _____

YES or NO Did your company issue any 1099's to anyone?

YES or NO Did any business members have a change of address in year 2021?
(Detail any changes on notes page below)

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MISCELLANEOUS 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:

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:

YES or NO 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.

YES or NO Do you have other assets that had previous financing that you are still making payments on? If yes, we need the beginning and ending balance of the note you are paying as well as the interest expense paid for the tax year.

YES or NO If we do not prepare your company payroll, then provide copies of all quarterly payroll reports and W-2 summaries so that we can report the correct payroll on your tax return. Ask for these from 3rd parties so we have them in advance.

YES or NO 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.

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MISCELLANEOUS ITEMS (CONTINUED)

- YES or NO Are there any personal items included on your company income statement that we need to disregard as a company expense? If so, explain on the notes page below.
- YES or NO 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.
- YES or NO Are all meals and entertainment expenses on your financial information properly treated as business meals? If no, explain on notes page.
- YES or NO Did you drive any business miles. If yes, provide us the total mileage and the percentage of business usage for the mileage. Be specific to each vehicle. Detail on the notes page below.
- YES or NO Does your business own Nebraska real estate or land? If so, detail it on page #10 so we can claim the property tax credit in Nebraska.

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.

What is the reconciled ending balance of all business checking and savings and other cash accounts?

\$ _____

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FOR TAXPAYERS WITH A RENTAL PROPERTY - List amounts

For each rental property summarize the following.

Address: _____

Gross rents:

Expenses:

Advertising

Auto mileage and/or travel

Cleaning & Maintenance

Commissions

Insurance

Legal & Professional fees

Management fees

Mortgage interest

Repairs

Supplies

Taxes

Utilities

Other expenses

Asset(s) Purchased over \$500: **Do not include** in expenses detailed above. List asset description, date purchased, and amount spent. Use notes section of organizer.

Asset(s) Sold: List sale date, sale amount and description of asset sold. Use notes section of organizer.

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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

Employee benefit programs

Interest

Professional Fees

Office and Other Expense

Pension contributions

Rent or Lease

Repairs and Maintenance

Travel

Meals and Entertainment

Utilities

Wages

Other Expenses (detail)

Asset(s) Purchased over \$500: **Do not include** in expenses detailed above. List asset description, date purchased, and amount spent. Use notes section of organizer.

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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
Supplies
Taxes
Utilities
Other Expenses

Asset(s) Purchased over \$500: **Do not include** in expenses detailed above. List asset description, date purchased, and amount spent. Use notes section of organizer.

Asset(s) Sold: List sale date, sale amount and description of asset sold. Use notes section of organizer.

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