

**Tax Organizer Instructions**  
**(For use in filing tax year 2021 returns)**

Dear Valued Client:

Tax season is upon us again! As tax professionals, we ride the ebbs and flows of tax season but one constant is that it seems like it comes back again far too quickly. We recognize the pace of life in this day and age and want to simplify things for you. In the spirit of attempting to ease the entire process of preparing the information we'll need to complete your return(s), we've developed a tax organizer that will assist you in getting everything ready. Please complete the sections that pertain to you, and you can leave any inapplicable sections blank.

When completing the organizer, please keep everything well organized and easy to follow (i.e., don't send in that shoebox of receipts). ***Please retain your original documents, do not send them to us. If we receive originals, we reserve the right to return them to you before the preparation process begins.***

Due to the high-volume nature of tax preparation work, a draft of your return may take as long as 6 weeks for us to prepare and deliver to you. We thank you for your patience and are always able to give a status update in terms of where you fall in our queue for preparation. A gentle reminder: if you get your documents to us sooner rather than later, we'll be able to prepare the return sooner because you'll come up faster in our queue.

The applicable deadlines for this tax season are laid out below:

Tax Form	Organizer/ Documentation Due Date	Filing Deadline	If Extended, Organizer/ Documentation Due Date	Extended Filing Deadline
1040	3/1/22	4/15/22	9/1/22	10/17/22
1120	3/1/22	4/15/22*	9/1/22	10/17/22
1120S	2/1/22	3/15/22	8/1/22	9/15/22
1065	2/1/22	3/15/22	8/1/22	9/15/22
1041	3/1/22	4/15/22**	8/1/22	9/30/22
5500	6/15/22	7/15/22	9/1/22	10/15/22
990 Series	4/1/22	5/15/22***	10/1/22	11/15/22

\*Assumes fiscal year ends 12/31

\*\*Assumes trust/estate return, not other fiduciary return

\*\*\*Assumes IRA or trust with UBIT/UDFI exposure, not a non-profit, etc.

The deadlines in this chart are final. We cannot guarantee completion of your return(s) if you send us your information past these dates. In addition, late documentation will incur a late fee:

- Information received 2 weeks past the deadline will incur a \$150 late fee per return**
- Information received 4 weeks past the deadline will incur a \$300 late fee per return**

We will not accept any tax return information submitted within a week before the tax deadline. You may need to discuss the need to file an extension in such cases, or if already extended, the need to file and amend later to ensure an accurate return.

We use Smartvault as a secure storage place and means of getting your information to us. If you have not already received an invitation to set up an account with Smartvault, please contact our office. We no longer accept documents sent to us through Google Drive, Dropbox, or other online portals. We also do not recommend mail, fax, and email as they are not secure and may result in illegible copies, etc.

### **GENERAL INSTRUCTIONS FOR COMPLETING THE TAX ORGANIZER & AUTHORIZING US TO PROCEED WITH PREPARATION**

- 1) Please upload your documents and the completed organizer to Smartvault.
- 2) Do not fax, mail, or email documents – and above all do not send us your original documents. Lost or destroyed documents create a headache that’s not worth it! Smartvault is a friend to us all.
- 3) Sign and upload the engagement letter (ethical rules require us to have this signed before we can release your returns to you and/or e-file them).
- 4) Complete only those sections that apply to you, and leave any inapplicable sections blank.
- 5) If we prepared your prior year returns, you may ignore the prior year’s column because we already have this information.

### **SPECIFIC INSTRUCTIONS FOR PERSONAL RETURNS**

Please upload the following to Smartvault:

- 1) Completed tax organizer
- 2) Last year’s tax return (if we did not prepare the return)
- 3) Form(s) W-2
- 4) Schedule(s) K-1 from partnerships, S-corporations, estates or trusts if applicable
- 5) Information about contributions to a pension or other retirement plan if this is the first you received income from the plan

- 6) Forms 1099 or statements reporting dividend, interest, retirement or other income
- 7) Broker statements providing details of the transactions. Include cost basis information for capital gain calculations, including date purchased and purchase price, as well as sale date and sale price
- 8) Form(s) 1098 and copies of real estate tax bills, etc.
- 9) Legal documents pertaining to the sale or purchase of real property
- 10) If your company is a single-member LLC/disregarded entity or you operate a sole proprietorship, use the Schedule C worksheet in the tax organizer

### **SPECIFIC INSTRUCTIONS FOR BUSINESS ENTITIES**

If you operate a corporation (C or S), partnership, or an LLC taxed as one of these types of entities, please upload the following to Smartvault:

- 1) Profit & Loss Statement
- 2) Balance Sheet
- 3) Prior Year Tax Return (if we did not prepare the return)
- 4) If rental properties are held in the entity, a P&L by class (with each rental broken out and not grouped together)
- 5) If real estate was sold, closing statements for both the purchase and sale. Also, please report any improvements made to the property prior to the sale

Newly formed business entities should also upload:

- 6) SS-4 Application or EIN confirmation letter
- 7) S-election confirmation letter, if applicable
- 8) Articles of Organization
- 9) Ownership information of each owner: Name, Address, SSN, Percentage of Ownership

### **SPECIFIC INSTRUCTIONS FOR TRUSTS/ESTATES**

Please upload the following to Smartvault:

- 1) Profit & Loss Statement
- 2) Balance Sheet
- 3) Prior Year Tax Return (if we did not prepare the return)
- 4) If rental properties are held in the entity, a P&L by class (with each rental broken out and not grouped together)
- 5) If real estate was sold, closing statements for both the purchase and sale. Also, please report any improvements made to the property prior to the sale

If this is the first year we are preparing the trust/estate return, you should also upload:

- 6) A copy of the trust document, if applicable
- 7) Information concerning the fiduciary, including: Name, Address, SSN
- 8) Information concerning the beneficiaries, including: Name, Address, SSN,  
Terms/Percentage of Distributions

**SPECIFIC INSTRUCTIONS FOR 5500/990 SERIES RETURNS**

Because these returns are more specialized, Peter McFarland, Esq. will be in touch regarding what he will need to prepare the return.