GUIDE TAX
MANAGEMENT

Tax Season Readiness Sheet

Matthew Hague | January 15, 2021

PERSONAL TAXES

Objective

- Timely receipt of tax documents to reduce risk of accuracy related errors.
- Produce clear understanding of deadlines.
- Assign roles and responsibilities.

- For document requests, our firm is able to gather certain items directly. To save you time, we will notate these in the required forms section using 'GTM' for Guide Tax Management will obtain.

Important Notes

- We provide a custom list of documents based on your 2019 data. If anything is 'new' during the calendar year, then it may not be on your list of documents.
- Taxpayers taking the standard deduction may deduct $300 in cash (not goods) charitable deductions.
- Stimulus payments, if you received these, how much and around what date?
- Unemployment (includng pandemic) payments is taxable income, it requires a 1099-G form.

Questions:

Did you change address or contact info?	
Did you own any Cryptocurrency?	
Did your family situation change?	
Did you use a different provider for childcare?	
Did you have any assets overseas?	
Did you make any gifts in excess of $15K?	

Don't forget!

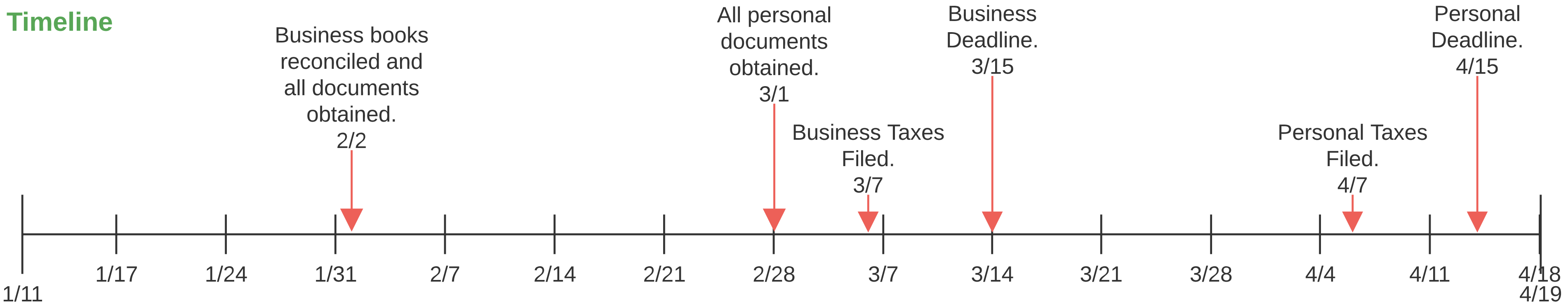
- Remember that you must report all income, regardless of whether you received a 1099 or W2 form.
- If you changed jobs, claimed unemployment, applied for new accounts since your last tax return, we might need forms that aren't listed above.

Goals and milestones

- Obtain all business documents by February 1st.
- Fully reconciled books of our business clients by Februrary 1st.
- Obtain all personal documents by March 1st.
- Aiming for tax returns filed no later than one week before the deadline.
- Automatic extensions filed if we do not have a signed eFile authorization within 72hrs of filing deadlines.

Form	Description	Regular Due Date	Extended Date
1120S	S Corp	03/15	09/15
1065	Partnership	03/15	09/15
1040	**Personal Taxes**	**04/15**	**10/15**
1120	C Corp	04/15	10/15
114	FBAR	04/15	10/15
709	Gift Tax	04/15	10/15
990	Non Profit	05/15	11/15
1040	Expats	06/15	12/15
5500	401(k) Accounts	07/31	

Timeline



Sharing Documents

You can use any of the following methods:

- Upload scans to our shared folder. (Google Drive)
- Use your own sharing software (EG, Dropbox/Box) and share the link.
- Use the Intuit Proconnect Link Portal (if this is the preference, please let us know and we will send you a link to login).

*Please do not email any sensitive documents to us for privacy purposes.