William Coppa, EA

Business Income and Expense Organizer

<u>2023/ 2024 Annual Office Notes</u>:

- Work will begin once ALL documents have been submitted to the office.
- Documents may be provided in-person, by mail, or digitally using ShareFile. Please do not email, text, fax, or provide links to any other platform.
- If you do not have a ShareFile account please email the office, w.coppa@comcast.net, requesting a link. Provide full names and email addresses for whoever you'd like to have access to your file (spouse, bookkeepers, finance managers, etc.)
- Scanned or original PDFs only. If you do not have a scanner please use a scanner app, pictures will not be accepted.

DEADLINES

- Business – March 15th, 2024
  - All paperwork must be provided to our office by February 23rd to avoid an extension.
- Personal Returns – April 15th, 2024
  - All paperwork must be provided to our office by March 25th to avoid an extension.
  - Please note an extension only extends your deadline to file, it does not extend your deadline to pay. If you feel you will owe, please make us aware so we can provide you with payment vouchers prior to the deadline.

The following, if applicable, should be attached and submitted with this completed organizer:

Profit & Loss Statement

Balance Sheet

Name of Business	
Trade as/ DBA	
Primary Owners Name	
E-Mail	
Phone	
Primary Business Activity	
Type of Entity – *<u>Circle One</u>*	C-Corp. S-Corp. Partnership LLC* Sole Proprietor
Date of Formation	
Date of Election	
Have you reported beneficial ownership to FinCen?	
**If an LLC, did you make election?*	

Shareholders, Members, or Partners			
Name	SS#	Address	Shares / %

Business Income	
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL Business Income	$

Business Expenses	
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL Business Expenses	$

Note to office:

Equipment	Purchase Date	Cost
Item:		$
		$
		$
		$
		$
		$
Insurance	Vehicle	$
	Liability	$
	Workers Comp	$
Interest Paid	Mortgage	$
	Other	$
Legal & Accounting	Tax Preparation	$
	Accounting	$
	Legal	$
Office Expenses	Postage	$
	Shipping	$
	Office Supplies	$
	Printing & Reproduction	$
	Association Dues	$
	Subscriptions	$
	Other	$
Supplies		$
		$
		$
		$
		$
Rent	Office	$
	Storage Unit	$
	Equipment	$
	Other:	$
Utilities		$
		$
		$
		$
Home Office	Size	$
	House Cost	$
	Utilities	$
	Condo Fees	$
	Insurance	$

Maintenance		$
		$
		$
Taxes & Licenses		$
		$
		$
		$
		$
		$
Travel Costs	Air Fare	$
	Ground Transport	$
	Hotel	$
	Parking	$
	Tolls	$
	Other:	
Wages	Employee Payroll	$
	Compensation to Officers	$
	Contractor	$

Privacy Policy

We value our clients and their privacy is important to us. Therefore, we have adopted the following privacy policy to demonstrate our commitment to the protection of their privacy. We collect nonpublic information about our clients from various sources including the following:

- Information we received from interviews regarding clients' tax situations
- Information we received from applications, organizers, or by other means, such as client names, address, phone numbers, social security numbers, banking details, dependent information, income and other tax-related returns.
- Information from tax-related documents we require from clients in order to complete their tax returns.

We do not disclose any nonpublic information about our clients or former clients to anyone unless requested to do so by our clients or required by law. We restrict access to nonpublic information concerning our clients except to employees who need access to such information in order to provide products or services. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard all nonpublic personal information. For further information about our privacy policy, please contact us.

Deadlines

ALL documents must be provided to the office three weeks prior to all deadlines

Personal Returns	
April 15 (Unless noted otherwise under annual office notes)	Personal 1040
October 15	Extended Personal 1040 (Final Due Date)
Personal Estimated Payments	
January 15	4th Qtr.
April 15	1st Qtr.
June 15	2nd Qtr.
September 15	3rd Qtr.
Corporations & Partnerships	
March 15	Corp. 1120/1120S Return Dues
	Partnership 1065 Return Due (or File Extension)
July 31	550 Return Due (Pension Plans)
September 15	Corp. Extended 1120 or 1120S Return Due (Final Due Date)
	Partnership Extended 1065 Return 1065 Return Due (Final Due Date)
Payroll	
January 31	Deadline for sending out W2's & 1099's
	4th Qtr. Payment Due 940's, 941's, VA-5s, VEC
April 30	1st Qtr. Payment Due 940's, 941's, VA-5s, VEC
July 31	2nd Qtr. Payment Due 940's, 941's, VA-5s, VEC
October 31	3rd Qtr. Payment Due 940's, 941's, VA-5s, VEC