

2018 Tax Folder: Enclose Your Pertinent Annual Documents for Your 2017 Tax Return, and Enclose ALL Back-up Tax Info as Well

Don't Forget!

Tax Return Deadline: 4/17/18
Extension Deadline: 10/15/18
Partnership Deadline: 3/15/18
Partnership Extension Deadline: 9/17/18

Information Returns

We recommend that you use a service to electronically file 1099s. Examples include: efilemyforms.com, tax1099.com, and Intuit 1099 E-file Service. We can provide blank 1099s and 1096s upon request. **The filing deadline is January 31st!**

Quarterly Estimates

A major source of errors. *We need the actual amount and date paid for each quarter.* Incorrect quarterly amounts **delay** tax refunds and guarantees government correspondence.

Automobile Expenses for Business

- Odometer Reading: On 12/31/2017, please write it down or take an odometer picture.
- Keep each auto separate.
- Auto Interest: Call your finance company and get the amount.

Organizer

- Use it! (As a guideline, at least.)
- You do not need to input your W-2 information. We need to see the actual W-2s.
- You do not need to input Interest, Dividends or Sale of Stock from your 1099s and 1099Bs. We need the actual statements in their entirety.

Travel Meals

Keep separate, as we can only take 50% and also tally the number of days you were away.

Rental Property Owners and Home Office Businesses

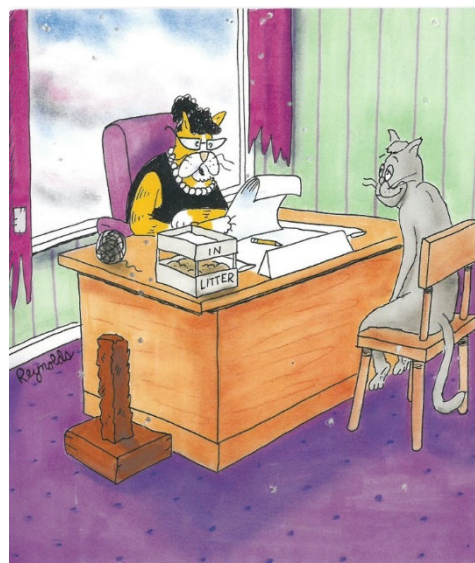
Please itemize, itemize, itemize! Itemize all repairs and capital improvements as much as you can.

Documents not to forget:

- Purchase, Sale, or Refinance Escrows
- Purchase or Lease on a new vehicle
- Non-Cash Contribution Receipts
- General Ledger with your Profit and Loss Statements (or at least have it available online)
- Mortgage Interest Form 1098s.
- Expense statements. Please print them; we need on paper, not just on your computer screen.

If You Are E-mailing Us Your Tax Documents:

Send PDFs only! Combine all docs into a single PDF, if possible. No .xls and no .jpg files, for example. If you cannot send us your documents in *fewer* than 10 PDF files, *mail them instead.*



"You can't count your litter box as a business deduction just because you do your business there."