

## 2nd Quarter 2020 Accounting & Payroll Taxes

June 30, 2020

To Small Business Clients,

As you probably know, the *2nd Quarter of the year ended on June 30, 2020*. For those affected, *Quarterly Payroll Tax Returns are due by July 31, 2020*.

This memo serves as a reminder that we need to receive your accounting information as soon as possible, no later than **July 12th**, to meet the deadline.

The end of the 2nd quarter is your mid-year tax planning opportunity, as well as the time to implement or reinforce strategies which will directly impact the outcome of your 2020 income tax return. For some it is also time to finalize your 2019 extended business and/or personal income tax returns.

### Pending Deadlines:

- **July 15th** – Due date or extension due date for 2019 Personal, Estate and Trust and C-Corporation tax returns.
- **July 31st** – Due date for Quarterly Payroll Tax Returns and Quarterly Tax Deposits (Forms 941, State Withholding Tax and State Unemployment Tax Returns).
- **July 31st** – Due date for the Annual Return of a One-Participant Retirement Plan (Form 5500-EZ). Employer sponsored 401K Plans with assets greater than \$250,000 must file this form annually.
- **September 15th** – Extended due date for 2019 U.S. Partnership (Form 1065) and S-Corporation (Form 1120-S) Income Tax Returns. *[Penalties for missing this deadline are \$195 per month for each part of a month filed late retroactive to March 15th.]*
- **October 15th** – Extended due date for 2019 C-Corporation (Form 1120) and Personal Income Tax Returns (Form 1040). *[Penalties for C-Corporations missing this deadline are \$195 per month for each part of a month filed late retroactive to April 15th. For Personal taxes, if you owe taxes and file your return more than 60 days after the extended due date, the minimum penalty for late filing is the smaller of \$135 or 100 percent of the unpaid tax.]*



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- **November 15th** – Extended due date for 2019, calendar year, Exempt Organization Income Tax Returns (Forms 990, 990-PF, and 990-EZ). *[Penalties for late filing are \$20 per day up to \$10,000 for small non-profits, or \$100 per day up to \$50,000 for organizations with annual receipts over \$1 million. The penalty is calculated retroactively from May 15th.]*

## Online Account Access

**Note:** You are required to maintain copies of cancelled checks, even if your bank doesn't mail them with your statements. When we have online account access, we print and maintain copies of your bank statements including cancelled checks.

If you have not provided us with *online access* to your **bank and credit card accounts**, please consider doing so to improve efficiency, and to ensure that appropriate documents are maintained. Whether or not you have granted us online access, please review the following guidelines and provide any missing information we may need.

## Quarterly Accounting Information

The following information should be sent upon the arrival of your quarter-end bank statement, generally between the 5th and the 12th of the following month.

- Quarter-end Dates: March 31, June 30, Sept. 30, Dec. 31
  - Payroll Tax Return Due Dates: Jan. 31, April 30, July 31, Oct. 31
1. **Bank Statements and Cancelled Checks** (or a check register): Please forward your quarterly bank statements along with copies of cancelled checks. You are required to maintain copies of cancelled checks, even if your bank doesn't mail them. When we have online access, we maintain copies of your cancelled checks. Bank Statements and copies of checks must be maintained for a minimum of 3 years following the filing of each tax return.
  2. **Credit Card Statements:** Please forward *your quarterly business-related credit card statements, and any statements not provided earlier in the year. Please remember* to notate the business purpose where it's not obvious. Generally, statements with a January closing date will contain December (prior year) transactions which are deductible in the year charged, so please provide statements for January to January.
  3. **Cash receipts and statements:** For the most part, we only need copies of receipts and statements for items purchased with **cash. However**, we also need copies of settlement statements for **real estate** purchases, refinances, or sales; bills of sale, contracts and financing agreements for items costing more than \$2,500 including Computers and Peripherals, Office Furniture, Office Improvements, Equipment and Vehicle purchases or sales.
  4. **Notes and Memos:** Please provide via email, notes or memos related to any extraordinary events such as new leases or contracts, vehicle and

equipment purchases. You may send these via e-mail, along with supporting documents.

5. **Deposits:** Please make us aware of any bank *deposits* that should not be classified as income, such as loans you made to the business, personal contributions to the company, loans from third parties, repayment of loans you made to others, credit card advances, refunds of previously paid expenses and cash rebates. Deposits are otherwise deemed to be taxable income.
6. **Memo Line:** Please use the memo line on each check you write, notating the business purpose of each (i.e. *Rent, Repair, New Computer*).
7. **QuickBooks:** Please ***schedule a date in advance*** before sending your QuickBooks file for review. Then, forward a ***regular backup copy***, or a *portable back-up copy* of your file (not the accountant's version). If you need to make changes to your file while it is under review, please advise us so we may keep your file in sync. Otherwise printout entries you make after the file was sent, because you will need to re-enter them after we return your file.

Our contact information is as follows:

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