



3rd Quarter 2020 Accounting & Payroll Taxes

September 30, 2020

To Small Business Clients,

As you probably know, the *3rd Quarter of the year ends on September 30, 2020*. For those affected, *Quarterly Payroll Tax Returns are due by November 2, 2020*.

This memo serves as a reminder that we need to receive your accounting information **as soon as October 1st and no later than October 10th**, to meet the deadline.

The end of the 3rd Quarter is for many the last tax planning opportunity of the year; the last opportunity to implement tax savings strategies which will directly impact the outcome of your 2020 income tax return.

For some it is also time to finalize your 2019 C-Corporation, Exempt Organization, and Personal income tax returns.

Pending Deadlines:

- **October 15th** – Extended due date for 2019 **C-Corporation and Personal Income Tax Returns**. *[The penalty for C-Corporations missing this deadline is \$200 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 late, the penalty is 5% of the unpaid tax for each month or part of a month that the tax return is late, up to 25%. If you file more than 60 days after the extended due date, the minimum late filing penalty is the smaller of \$135 or 100 percent of the unpaid tax.]*
- **November 2nd** – Due date for **Quarterly Payroll Tax Returns and Quarterly Payments** – Federal Form 941, State Withholding and State Unemployment Returns.
- **November 16th** – Extended due date for 2019 calendar year **Exempt Organization Income Tax Returns**. *[The penalty for late filing is \$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 until the return is received.]*



* Securities offered through Avantax Investment ServicesSM, Member FINRA, SIPC.

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Larry Walker, Jr., E.A.
Enrolled Agent
*Registered Representative

2775 Trotters Walk Trail
Snellville, GA 30078
www.4-Serenity.com
lwalker@4-Serenity.com
Office: 770.978.9565
Fax: 404.795.0467

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:

For US Mail:

**4-Serenity, Inc.
PO Box 390428
Snellville, GA 30039**

For Overnight Mail:

**4-Serenity, Inc.
2775 Trotters Walk Trail
Snellville, GA 30078**

Phone Numbers: Local (770) 978-9565

Virtual Fax Number (404) 795-0467

Direct Fax (770) 978-9594

Denise Weigner (Admin): denise@4-serenity.com

Larry's E-mail: lwalker@4-serenity.com

Larry Walker, Jr., EA, CFS
Enrolled Agent, Certified Fund Specialist
Specialist
