

2021 Year End Business Client Letter

Client: _____ Period: _____

In order for us to prepare your annual 2021 Federal income tax return we will need the following information from you at the end of the year.

Unusual Items for 2021:

1. Reporting for virtual currency is quite unique and we are seeing more and more businesses “dabbling” in virtual currency. If your company bought or sold virtual currency, or accepted it as payment, or used it to pay bills we need some quite detailed information. Please inform us if you have any of this activity in your business for 2021 because the penalties for failing to disclose it are intimidating!
2. If your business received forgiveness on a 2020 or 2021 PPP loan please provide us with that information. Additionally, if your business received a 2nd PPP loan in 2021 we need to know the amount and date.
3. The Employee Retention Credits that many businesses have received requires special tax reporting on our part, so we do need copies of all 4 quarters Form 941, year-end W-2's, and any Forms 7200 (ERC Refund) and Form 7202 (sick pay) you may have filed.

Special File Update Information:

1. ___ Has there been a change in ownership this year? If so, please provide new owner identification information, dates and percentages.
2. ___ Have you opened or closed any locations this year-please provide that information as to physical address.
3. ___ Please provide us a list with information of your owners email addresses and cell phone numbers.
4. ___ Please provide us with your website address: _____. Do you make sales over the internet, and if so, please provide us with the dollar amount. Additionally, make sure you have considered sales and income tax registration, collection and filing requirements in other states.

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Normal year end information needed for 2021:

1. ___ **Copies** of any new bank **loans** obtained during the year,
2. ___ **Copies** of any new **leases** signed during the year,
3. ___ List by date, amount and individual of any new investments made into the company this year by the owners,
4. ___ **Copies** of any federal or state **tax correspondence** received during the year,
5. ___ **Copies** of any **equipment purchase** invoices over \$500,
6. ___ Loan payoffs, by loan number, of all business loans at December 31, including interest paid during year,
7. ___ Copies of your year-end bank reconciliation(s) and bank statements,
8. ___ 12/31/21 Year End Balances of:
 - o Accounts Receivable \$ _____,
 - o Cost of Inventory on Hand \$ _____,
 - o Accounts Payable \$ _____,
 - o Unpaid 941 Deposit for December \$ _____,
 - o Unpaid State(s) Withholding deposits for December \$ _____,
 - o Unpaid Sales tax for December \$ _____,
 - o Unpaid wages earned through 12/31/21 \$ _____
9. ___ The J&J Financial engagement letter needs to be signed and returned (located on our website and in our lobby),
10. ___ Year-end summary of business activity-back up, online access or hard copy (Accounting software back-up, trial balance, etc.),
11. ___ Sales breakdown by state and city if applicable (Call us to determine),
12. ___ **Copies** of all 4 quarters **Form 941**, and 2021 **W-2**'s issued to employees,
13. ___ All Forms 1099-K received
14. ___ Formation documents for all new clients and new businesses (SS-4, Operating Agreements, Etc)

The amounts included above and attached represent my company's amounts as requested.

Signature

Title