

Dear Business Clients,

We hope this letter finds you well. We are sure most of you, like us, are not sad to see 2020 go. The year brought challenges and disruptions in our everyday lives, as well as how it has forced us to conduct business. With the COVID virus, the various mandates continuing to affect us, the demands of IRS regulations and deadlines, and recent bills passed by Congress, this has required us to evaluate changes to our processes. Our doors will remain open; however, we are working to limit the number of people in our office, therefore, starting February 1st – April 15th, we will be extending our *lobby hours* to be **Monday-Wednesday 7:00 am –6:00 pm and Thursday-Friday 8:00-5:00.**

For the upcoming tax season, if you need to meet with your accountant, we will be offering *scheduled* in office, virtual and/or phone meetings. You can drop your information by the office, by mail (recommend making copies of your info if by mail), or by a safe electronic portal, that we can set up for you. (There will be a mail charge for mailing any large items back.) It is best to bring/send all information at one time, once you have it all gathered, to ensure nothing gets missed. We also offer electronic signatures for your convenience.

We understand things can change. We will continue to monitor government restrictions for updates and will continue to reevaluate our procedures. We appreciate you working with us through this. We are committed to keeping you, other clients, and our staff safe, as well as being able to meet deadlines.

This letter is also to help guide you in gathering very important information that we will need to prepare your 2020 Tax return. The CARES Act, Appropriations bill, and related tax credits and benefits have created the need for more specific information this year as well. Please see the back of this letter for a checklist of items needed. Some items may not pertain to you.

We have updated our website, www.hmarcpas.com, and encourage you to reference it for important information on tax, payroll, forms, websites, and due dates. Our website has a secure link to send files as well. Please call our office if you have any questions, 535-2352 or email at hmar@hmarcpas.com.

Sincerely,

Huffine, McMillan, Arntzen & Ruckman

Huffine, McMillan, Arntzen & Ruckman CPAs

CARES Act related items:

1. ___ All 4 quarters Form 941 for 2020. (if we did not prepare for you)
 - a. ___ If received a PPP loan please provide date of loan, date disbursed, amount, and loan number, and date of forgiveness.
2. ___ If you received an EIDL loan or grant we need to know the amount, the date and the EIDL loan number.
3. ___ Did you pay employees Sick or Family leave due to COVID sickness of self or family or due to school/daycare being closed? If so, dates
4. ___ Were any owners sick or had a family member sick or out of work due to school/daycare closure? If so, dates affected.
5. ___ Were you fully or partially shut down, at any time in 2020, due to government mandates?

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. ___ Please provide us with updated information with your and other officers email addresses and cell phone numbers.
3. ___ Do you have a foreign bank account? Need account number, balance, name of bank and copy of Decembers statement.

Normal year end information needed for 2020:

1. ___ **Print out** of loan ledgers/activities, loan pay offs and ending loan balances for the year,
2. ___ List by date, amount and individual of any new investments made into the company this year by the owners.
3. ___ **Copies** of any federal or state **tax correspondence** received during the year,
4. ___ **Copies** of any **equipment purchase** invoices over \$500,
5. ___ Copies of your year-end bank reconciliation(s) and bank statements,
6. ___ 12/31/20 Year End Balances of:
 - o Bank Accounts \$ _____,
 - 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 wages earned through 12/31/20 \$ _____
7. ___ Year-end summary of business activity-back up, online access or hard copy (Accounting software back-up, trial balance, etc.),
8. ___ All Forms 1099-K received
9. ___ Did Partnership or S Corp pay member's health insurance/HSA for the year? If so, amounts.
10. Any other 1099s, interest paid, etc.