



allied
CPAs, PC

BUFFALO

36 Niagara Street
Tonawanda, NY 14150
P: (716) 694-0336

COOPERSTOWN

55-57 Grove Street
Cooperstown, NY 13326
P: (607) 282-4161

ONEONTA

189 Main Street, Suite 302
Oneonta, NY 13820
P: (607) 432-3462

PERRY

199 S. Main Street, PO Box 1
Perry, NY 14530
P: (585) 237-3887

ROCHESTER

150 State Street, Suite 301 A
Rochester, NY 14614
P: (585) 410-6733

VICTOR

6536 Anthony Drive, Suite B
Victor, NY 14564
P: (585) 410-6733

2021 Business Tax Organizer

We appreciate your assistance in providing this necessary information in a timely manner so that our team can file a complete and accurate return on your behalf. If you have any questions, please do not hesitate to contact us. We thank you for the opportunity to serve you and look forward to your continued future business.

This organizer and any supplemental information can be dropped off or mailed to any of our offices or uploaded to our CCH Axxess portal at www.alliedfp.com. Instructions on how to upload files to our online portal can be found in the *CCH Client Axxess User Guide*, which was attached to your portal welcome email. *Portals are being set up upon request, if you would like one, please contact our office or submit a request on our website.* Providing these files on a flash drive or via email is less secure than using our online portal.

General Information Needed

Accounting Documents (select one)

- QuickBooks
 - QuickBooks Online – no action is required if we have access to this file. If we are not listed as an accountant user, please “invite us” using the email address of your accountant.
 - QuickBooks Desktop Backup - Provide us a backup file (*.qbb). If you need assistance creating a backup, please contact our office.
Version Year, User Name & Password: _____
- Other Software File (please explain): _____
- No software backup provided, instead the following reports have been provided: Trial balance, General ledger, Profit and loss, and Balance Sheet.

New Client Documents (if applicable)

- Prior year tax return
- Depreciation schedules
- Financial statements (if applicable)

Bank Account Information

For payment of NYS Franchise Taxes (all clients, select one):

- Use the same account as last year
- Use a different account – Please include a voided check labeled “franchise fees”

For payment of NYS LLC Fees (if applicable, select one):

- Use the same account as last year
- Use a different account – Please include a voided check labeled “LLC fees”
- I will file my own NYS LLC Fee payment form



Organization Changes:

If there were any changes to the following, please explain:

- Legal Address - _____
 - Ownership Percentage - _____
 - Other changes we should be aware of - _____
-

Other Information Needed

- 1) Bank statements and bank reconciliations for all cash accounts at year end.
- 2) Information on fixed assets account(s):
 - a. Information on purchases and disposals of fixed assets made during the year
 - i. Copies of invoices
 - ii. If asset was financed, please provide us with a copy of the loan agreement.
- 3) Accounts receivable and accounts payable:
 - a. If the yearend balance on the aging report generated by your accounting software is not correct, please provide a list of the correct balances.
- 4) Yearend inventory balance: _____
- 5) Loans receivable, loans payable, and credit cards:
 - a. Yearend statements & reconciliations for each corporate loan and credit card listed on the books
 - b. If your company obtained a new loan during the year, please provide us with a copy of the loan agreement.
- 6) Payroll reports (If we process your payroll OR have online access to your payroll service we do not need this information):
 - a. Quarterly and yearend payroll reports (941s, 940s, NYS-45s)
 - b. Yearend earnings summary
 - c. W-2s and W-3
- 7) Additional out of pocket expenses incurred:
 - a. Vehicle mileage: _____
 - i. Please include mileage log
 - b. Purchases made "out of pocket" _____
 - c. If you had a home office:
 - i. Square footage of your home: _____
 - ii. Square footage of the office: _____
 - iii. Expenses paid (utilities, telephone, etc.) _____

BUFFALO
36 Niagara Street
Tonawanda, NY 14150
P: (716) 694-0336

COOPERSTOWN
55-57 Grove Street
Cooperstown, NY 13326
P: (607) 282-4161

ONEONTA
189 Main Street, Suite 302
Oneonta, NY 13820
P: (607) 432-3462

PERRY
199 S. Main Street, PO Box 1
Perry, NY 14530
P: (585) 237-3887

ROCHESTER
150 State Street, Suite 301 A
Rochester, NY 14614
P: (585) 410-6733

VICTOR
6536 Anthony Drive, Suite B
Victor, NY 14564
P: (585) 410-6733



8) Did your business make any payments that would require it to file forms(s) 1099?
 Yes No
a. If yes, did your business file or will it file all required form(s) 1099? _____

9) Did your business receive PPP1 funding?
 Yes No
a. If yes,
i. What amount of funding was received: _____
ii. When was the funding received: _____
iii. **Please provide a copy of your PPP Loan Forgiveness application**

10) Employee Retention Credit:

Did your revenue decrease by 50% or more in 2020 compared to 2019 or by 20% or more in 2021 compared to 2019?

Yes No
a. If yes,
i. How much decrease & in which quarter(s)?

ii. What was the covered period of the PPP _____
iii. Did you use all of the wages within that period in the loan forgiveness calculation? Yes No

11) Was your business shut down or temporarily restricted by a government agency?

Yes No

12) Did you make an election with New York State to opt into the Pass-Through Entity Tax (PTET)?

Yes No

If yes, did you make a payment to New York State?

- i. How much?
- ii. What date?

Frequently Asked Questions:

- **What is the file size limit for uploading to the CCH Axxess Client Portal?** An individual file must not exceed 2 gigabytes (GB). When uploading multiple files, each file can be up to 2 GB.
- **Can Allied Financial Partners reset my CCH Axxess portal password?** Allied will not be able to reset your password for you. Your password may be reset at any time by clicking "I Forgot My Password".

BUFFALO
36 Niagara Street
Tonawanda, NY 14150
P: (716) 694-0336

COOPERSTOWN
55-57 Grove Street
Cooperstown, NY 13326
P: (607) 282-4161

ONEONTA
189 Main Street, Suite 302
Oneonta, NY 13820
P: (607) 432-3462

PERRY
199 S. Main Street, PO Box 1
Perry, NY 14530
P: (585) 237-3887

ROCHESTER
150 State Street, Suite 301 A
Rochester, NY 14614
P: (585) 410-6733

VICTOR
6536 Anthony Drive, Suite B
Victor, NY 14564
P: (585) 410-6733