



The JPT Financial Newswire

A periodic newsletter from JPT Financial Solutions, Inc.

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JPT FINANCIAL SOLUTIONS, INC.

Advisory • Tax • Eldercare • Accounting

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● **THE SEASON TO PREPARE YOUR 2018 INCOME TAX RETURNS HAS BEGUN**

Happy New Year, and wishing you all of God's blessings for salvation, peace, prosperity, and direction in 2019. To those clients who are returning to us once again for tax preparation, we sincerely thank you for your past patronage and ask that you spread the word to your friends and family of our tax preparation services. To our new clients, we thank you in advance for your business and pledge to serve you with quality and professional customer service.

● **PREPARATION OF 2018 PERSONAL INCOME TAX RETURNS**

The cutoff to file your 2018 personal income tax return is **Monday, April 15, 2019**. If you live in Maine or Massachusetts you have until **Wednesday, April 17, 2019** to file your 2018 Form 1040 because of Patriot's Day and Emancipation Day holidays. Please contact our office for preparation of your 2018 tax return at your earliest convenience, after you have received all necessary supporting documentation to prepare your return.

Note that all federal and state tax returns prepared by our company will be electronically filed to the federal and state governments. Your returns will be prepared solely on the basis of information submitted to us by you, the tax client.

All clients and their spouses/partners are now required to provide their driver's **license or state photo ID details** to us every year. Some states are now requiring this information for identity verification when income an income tax return is e-filed. This information needs to be provided to us in the **Personal Data** form noted below.

Major Federal Tax Changes – The Tax Cuts and Jobs Act of 2017

On December 22, 2017, President Trump signed into law the "Tax Cuts and Jobs Act" (TCJA of 2017). Arguably the most significant changes to the IRS tax code in decades, the law reduces tax rates for individuals, repeals many deductions, but adds some significant deductions as well that may benefit many tax payers.

The TCJA introduced new tax rates for regular federal income tax. The beginning taxable income for each tax bracket in 2018 is as follows:

1.) Single

10% -> Income = \$0
12% -> Income = \$9,526
22% -> Income = \$38,701
24% -> Income = \$82,501
32% -> Income = \$157,501
35% -> Income = \$200,001
37% -> Income = \$500,001

2.) Married Filing Jointly and Surviving Spouse

10% -> Income = \$0
12% -> Income = \$19,051
22% -> Income = \$77,401
24% -> Income = \$165,001
32% -> Income = \$315,001
35% -> Income = \$400,001
37% -> Income = \$600,001

3.) Married Filing Separately

10% -> Income = \$0
12% -> Income = \$9,526
22% -> Income = \$38,701
24% -> Income = \$82,501
32% -> Income = \$157,501
35% -> Income = \$200,001
37% -> Income = \$300,001

4.) Head of Household

10% -> Income = \$0
12% -> Income = \$13,601
22% -> Income = \$51,801
24% -> Income = \$82,501
32% -> Income = \$157,501
35% -> Income = \$200,001
37% -> Income = \$500,001

For 2018 federal tax returns, the TCJA suspends personal exemptions but roughly doubles the standard deduction amounts to \$12,000 for singles and separate filers, \$18,000 for heads of households, and \$24,000 for joint filers.

With the TCJA's near doubling of the standard deduction for 2018 and reduction of itemized deduction benefits overall, many taxpayers who've typically itemized on their federal returns in the past may no longer benefit from itemizing on the federal tax return.

Here's a closer look at the major TCJA changes to itemized deductions on the 2018 federal income tax return:

1.) State and local tax deduction

Taxpayers can claim a deduction of no more than \$10,000 for the aggregate of state and local property taxes and either income or sales taxes.

2.) Mortgage interest deduction (form 1098)

You can **ONLY** deduct the interest from a loan secured by your home to the extent the loan proceeds were used to buy, build, or substantially improve your home.

You can deduct home mortgage interest on the first \$750,000 (\$375,000 if married filing separately) of indebtedness. However, higher limitations (\$1 million (\$500,000 if married filing separately)) apply if you are deducting mortgage interest from indebtedness incurred before December 16, 2017.

Home equity interest, which is defined as the interest from a loan secured by your home to the extent the loan proceeds weren't used to buy, build, or substantially improve your home, is no longer deductible, regardless when the indebtedness was incurred.

Clients who receive form 1098 with mortgage interest will need to complete a new **Mortgage Interest Supplemental Information form**, as noted below, for every form 1098 received. This new form is required to identify the portion of the mortgage interest that can be deducted as an itemized deduction.

3.) Medical expense deduction

Qualified medical expenses are deductible only to the extent they exceed 7.5% of adjusted gross income

4.) Miscellaneous itemized deductions subject to the 2% floor

All other itemized deductions subject to the 2% floor are repealed, including:

- Unreimbursed employee expenses
- Union dues
- Tax preparation fees
- Investment expenses
- Dues to professional societies
- Home office of an employee
- Job search fees
- Legal fees (including for settlements)
- Tools used for job

- Work clothes and uniforms
- Work-related education
- Educators classroom expenses more than \$250

5.) Personal casualty and theft loss deduction

This deduction is suspended except if the loss was due to an event officially declared a disaster by the President.

6.) Charitable contribution deduction

The limit on the deduction for only cash donations to public charities is raised to 60% of adjusted gross income from 50%. Any excess contributions can be treated as a charitable deduction in the five years after.

Some states in the past, typically reflected the federal itemized deductions as a component of their state income tax return. New York is an example of this. Since the 2018 federal law regarding itemized deductions has drastically changed regarding what is allowed to be deducted, some states have decoupled from the federal changes going forward. For example in New York for the tax year 2018, the state tax law now allows you to itemize your deductions whether or not you itemized your deductions on your federal income tax return. In general, your New York itemized deductions are computed using the federal rules as they existed prior to the enactment of the TCJA.

As such, New York clients are urged to continue to provide itemized deduction detail under the old federal rules to get the best state deduction. If you have questions regarding any other state regulation, please contact our office.

The TCJA also introduced a new 20-percent deduction for pass-through businesses, commonly known as the section 199A deduction or the deduction for qualified business income. Section 199A of the IRS code provides many taxpayers a deduction for qualified business income from a qualified trade or business operated directly or through a pass-through entity. The deduction has two components:

- 1.) Eligible taxpayers may be entitled to a deduction of up to 20 percent of qualified business income (QBI) from a domestic business operated as a sole proprietorship or through a partnership, S corporation, trust or estate. For taxpayers with taxable income that exceeds \$315,000 for a married couple filing a joint return, or \$157,500 for all other taxpayers, the deduction is subject to limitations such as the type of trade or business, the taxpayer's taxable income, the amount of W-2 wages paid by the qualified trade or business and the unadjusted basis immediately after acquisition (UBIA) of qualified property held by the trade or business. Income earned through a C corporation or by providing services as an employee is not eligible for the deduction.
- 2.) Eligible taxpayers may also be entitled to a deduction of up to 20 percent of their combined qualified real estate investment trust (REIT) dividends and qualified publicly traded partnership (PTP) income. This component of the section 199A deduction is not limited by W-2 wages or the UBIA of qualified property.

The sum of these two amounts is referred to as the combined qualified business income amount. Generally, this deduction is the lesser of the combined qualified business income amount and an

amount equal to 20 percent of the taxable income minus the taxpayer's net capital gain. The deduction is available, regardless of whether an individual itemizes their deductions on Schedule A or takes the standard deduction.

For further details on new section 199A deduction, refer to the following link:

<https://www.irs.gov/newsroom/tax-cuts-and-jobs-act-provision-11011-section-199a-qualified-business-income-deduction-fags>

Important “Due Diligence” Requirements by the IRS

Beginning in 2018, the IRS has expanded the “**Due Diligence**” requirements and responsibilities of tax preparers to ensure that the following tax status being provided by the taxpayer is complete and accurate:

HOH (Head of Household Filing Status)

The IRS continues to mandate “**Due Diligence**” requirements and responsibilities of tax preparers for the following items to ensure that the information being provided by the taxpayer to calculate the following tax credits is complete and accurate:

- a.) CTC / ACTC / ODC (Child Tax Credit, Additional Child Tax Credit & Other Dependent Credit)
- b.) EITC (Earned Income Tax Credit)
- c.) AOTC (American Opportunity Tax Credit – Education Credit)

As such, we will continue to expand our interview with clients who claim any of the credits above to provide our office with adequate information to comply with this IRS mandate. Clients who are claiming Head of Household and/or who are eligible for the Child Tax Credit, Additional Child Tax Credit, Other Dependent Credit, Earned Income Tax Credit and/or American Opportunity Tax Credit will be required to complete an expanded list of **Due Diligence** forms as noted below, including a requirement to provide documentation to us as noted in the forms to support the credit deductions. No exceptions.

Required Additional Information for New York and New Jersey Taxpayers

Additional information for New York and New Jersey taxpayers is required to be completed by all applicable clients on the **Personal Data** forms noted below, as follows:

a.) New York Taxpayers

- Provide school district name
- Enter the document number from your drivers' license. It is a 8 or 10 digit combination of numbers and letters of you license, non driver-ID or permit. It is on the front lower right corner of card if issued before 1/28/14 or on back of card issued after 1/28/14.
- Indicate if you or your spouse (or an entity of which you are an owner) have or have not been convicted of an offense, defined in New York State penal code law article 200 or 496, or section 195.20.

b.) New Jersey Taxpayers

- Full year and part-year residents, indicate if you (or spouse) purchased taxable items without paying New Jersey sales tax. This includes orders over the internet, by mail, or by phone on which you did not pay New Jersey sales tax. This also includes out-of-state purchases on which you paid tax at a rate less than 6.875%. If yes, provide details to determine calculation of use tax owed to the State of new Jersey.
- For those clients who are filing a New Jersey income tax return, you are eligible for a \$3,000 exemption on your Income Tax return if you are a military veteran who was honorably discharged or released under honorable circumstances from active duty in the Armed Forces of the United States on or any time before the last day of the tax year. Your spouse (or civil union partner) is also eligible for an exemption if he/she is a veteran who was honorably discharged or released under honorable circumstances and you are filing a joint return. This exemption is in addition to any other exemptions you are entitled to claim and is available on both the resident and nonresident returns. You cannot claim this exemption for a domestic partner or for your dependents.

In order to claim the new Veteran's exemption, Enter "YES" on the **2018 Personal Data Form** (noted below) indicating you are claiming the exemption. At the bottom of the **2018 Personal Data Form**, if not previously provided, complete and return the **Veterans Income Tax Exemption Submission Form** and provide us with a copy of your **official discharge document** to certify your eligibility for the Veterans Exemption. Any documentation submitted must list your characteristic of service (discharge). We only need a copy of your records the first time you claim the exemption. **You do not need to provide documentation each year.** Examples of official discharge documents are as follows:

DD 214	Certificate of Release or Discharge from Active Duty
DD Form 256	Discharge Certificate
WD AGO 53	Enlisted Record and Report of Separation Honorable Discharge
WD AGO 53-98	Military Record and Report of Separation Certificate of Service
WD AGO 55	Honorable Discharge from the Army of the United States
NA Form 13038	Certificate of Military Service
NAVCG 553	Notice of Separation from U.S. Coast Guard
NAVMC 78PD	U.S. Marine Corps Report of Separation
NAVPERS 553	Certificate of Separation/Discharge from U.S. Navy
County Veteran ID Card	Veteran identification card issued by any of the New Jersey counties
Federal Veteran ID Card	Veteran identification card issued under the Veterans Identification Card Act

Requirements for Filing

Please refer to our website at www.jptfinancial.com and open the tab labeled "**Documents**" to obtain a list of specific information and forms that are required to prepare your 2018 income tax return. If you

do not have access to the web please contact our office and we will mail you a set of forms to be completed as needed.

1.) **Client Data Form**

ALL CLIENTS (both new and existing) are asked to complete the **Client Data Form** to ensure that we have complete up to date information for all our clients.

NEW clients are also required to provide our office with a copy of the following:

- (a) Your 2017 prior year income tax return (federal and states as applicable)
- (b) A driver's license or state photo ID for the taxpayer and spouse
- (c) Social security cards for the taxpayer, spouse and dependents for identify verification.

2.) **Personal Client Resources** – Select “2018 Tax Season” for each:

- (a) **Tax Checklist for Preparing Personal Tax Returns** - A general recap of information and supporting documentation that is needed for tax preparation. Please provide our office with all relevant forms and information noted in this checklist to prepare your tax return.
- (b) **Engagement Contract for Personal Professional Services** - Required from **ALL** clients **PRIOR** to the preparation of your income tax return. Please review the contract, sign and date, and return the acknowledged copy to our office.
- (c) **Personal Data** – Required from **ALL** clients every year. Complete this form to include filing status, taxpayer and spouse social security numbers, drivers license or state photo ID details, NJ Veterans exemption information (noted above) and any estimated tax payment information for 2018 if applicable.
- (d) **Dependents** – Complete this form to include relevant information for all dependents that you claim on your tax return. New clients are required to supply our office with the social security card for all dependents.
- (e) **Direct Deposit & Electronic Funds Withdrawal Information** – Required from **ALL** clients every year (including a copy of a voided check), to set up a direct deposit of your tax refund and/or electronic funds withdrawal from your bank account or credit card for the payment of any income tax liability if desired.
- (f) **Health Insurance Coverage** – **ALL** clients are required to complete these forms for all members of your “tax family”, defined as individuals for whom you are claiming a personal exemption on your tax return (generally you, your spouse with whom you are filing a joint return, and your dependents). Residents must maintain minimum essential health coverage or pay a penalty. Minimum essential coverage includes government sponsored programs (Medicare, Medicaid), eligible employer-sponsored plans, plans in the individual market, certain grandfathered group health plans and other coverage as recognized by the Department of Health and Human Services.
- (g) **Due Diligence Forms** – As stated above, **ALL** clients who are filing as **HOH** (Head of Household) or who are eligible for the **CTC/ACTC/ODC** (Child Tax Credit, Additional Child Tax

Credit & Other Dependent Credit), **EITC** (Earned Income Tax Credit), and/or **AOTC** (American Opportunity Tax Credit) for education will be required to complete these individual due diligence forms, including a requirement to provide documentation to us as noted in the forms, to support these status and credit deductions.

The IRS continues to significantly increase the responsibility of tax preparers to ensure that information being provided by the taxpayer to calculate these credits is complete and correct. As such, we will interview all clients who claim these credits to provide our office with adequate information to comply with this IRS mandate.

- (h) **Mortgage Interest Supplemental Information** – As stated above, complete this form for each mortgage interest form 1098 that you received in 2018.
- (i) **Child & Dependent Care** – Complete this form if you had any child or dependent care expenses in 2018.
- (j) **Profit or Loss from Business** – Complete this form if you operated a business as a sole proprietor in 2018.
- (k) **Small Employer Health Insurance Credit** - Complete this form to provide information for the calculation of the small business health insurance credit if applicable for your sole proprietorship in 2018.
- (l) **Auto Expense Worksheet** - Complete this form to deduct expenses of your automobile for business in 2018.
- (m) **Expenses for Business Use of Your Home** – Complete this form if a portion of your home was used for a sole proprietor business in 2018.
- (n) **Employee Business Expenses** – Complete this form to identify any non-reimbursed employee business expenses that you incurred in 2018.
- (o) **Sale of Capital Assets** – Complete this form for any sale of stocks, bonds, etc. in 2018. As an alternative, you can provide copies of statements that you may have which provide information that is stated on the forms.
- (p) **Sale of Home** – Complete this form if you sold your home in 2018. As an alternative, you can provide copies of statements that you may have which provide information that is stated on the forms.
- (q) **Energy Credits** – Complete these forms if you have incurred expenses related to special energy related deductions in 2018.
- (r) **Casualty and Theft Losses** – Complete this form if you had any casualty or theft loss in 2018.
- (s) **Rental Real Estate & Royalties** – Complete this form if you had a rental income or loss activity in 2018.

(t) Issuing 1099-MISC Forms for Real Estate Property

Form 1099-MISC needs to be issued by you as the owner of a rental property or business enterprise for certain types of payments made in 2018 which are more than \$600 to an individual recipient. This form needs to be issued to each recipient by January 31, 2019 when reporting nonemployee compensation payments in box 7. The due date to recipients is extended to February 15, 2019, if you are reporting payments in boxes 8 (substitute payments in lieu of dividends or interest) or 14 (gross proceeds paid to an attorney). File Copy A of this form with the IRS by January 31, 2019 if you are reporting payments in box 7. Otherwise, file by February 28, 2019, if you file on paper, or by April 1, 2019, if you file electronically. Review this document for further details and information to complete this requirement.

(u) Installment Sales – Complete this form if you had an activity related to a sale set up on an installment basis in 2018.

(v) Non-Cash Charitable Contributions – Complete this form if you had non-cash related charitable contributions in 2018.

(w) Household Employment Taxes – Complete this form if you had any household employees in 2018.

(x) Request to File an Extension – Complete this form if you wish to file an extension for filing your 2018 income tax return.

IMPORTANT

In order for our firm to satisfy IRS requirements to sign-off and electronically file your return as a “paid preparer”, it is **required** that clients remit payment for services prior to electronic transmission of your tax return. As such, payment to JPT Financial Solutions for your tax return **is due upon receipt or notification of the completed tax return.** A 1.5% monthly interest late fee will be reflected on all past due accounts over 15 days. Note that we now accept credit cards for payment of your tax return preparation.

Thank you in advance for your kind assistance and for letting us be of service to you. If you have any questions please don't hesitate to contact us.

● **PREPARATION OF 2018 BUSINESS INCOME TAX RETURNS**

The IRS cutoff to file your 2018 federal business income tax return is as follows (contact our office directly to discuss dates to file your equivalent state returns):

1.) S-Corporations

Generally, an S-corporation must file its Form 1120-S income tax return and related K-1(s) to each shareholder by the 15th day of the 3rd month after the end of its tax year. For calendar-year filers, the cutoff date for 2018 S-corporation returns is **Friday, March 15, 2019.**

2.) Partnerships & LLCs filing as Partnerships

Generally, a domestic partnership must file Form 1065 and related K-1(s) to each partner by the 15th day of the 3rd month following the date its tax year ended as shown at the top of Form 1065. For calendar-year filers, the cutoff date for 2018 partnership returns is **Friday, March 15, 2019**.

3.) Sole Proprietors & LLCs filing as Sole Proprietors

Sole proprietors generally file schedule C as included in their 2018 Form 1040 personal income tax return which is due to be filed by **Monday, April 15, 2019**. If you live in Maine or Massachusetts you have until **Wednesday, April 17, 2019** to file your 2018 Form 1040 because of Patriot's Day and Emancipation Day holidays.

4.) Corporations & LLCs filing as Corporations

Generally, a corporation must file its Form 1120 income tax return by the 15th day of the 4th month after the end of its tax year. For calendar-year filers, the cutoff date for 2018 corporation returns is **Monday, April 15, 2019**. However, a corporation with a fiscal tax year ending June 30 must file by the 15th day of the 3rd month after the end of its tax year.

Please contact our office for preparation of your 2018 tax return at your earliest convenience, after you have received all necessary supporting documentation to prepare your return. Note that all federal and state tax returns prepared by our company will be electronically filed to the federal and state governments.

Please refer to our website at **www.jptfinancial.com** and open the tab labeled "Documents" to obtain a list of specific information and forms that are required to prepare your 2018 income tax return. Your returns will be prepared solely on the basis of information submitted to us by you, the tax client. If you do not have access to the web please contact our office and we will mail you a set of forms to be completed as needed.

1.) Both new and existing clients are asked to complete the **Client Data Form** to ensure that we have complete up to date information for all our clients.

2.) Refer to the "2018 Tax Season" documents found under **Business Client Resources**:

(a) Completion of the tax return **Engagement Contract for Business Professional Services** is required from **all** clients **prior** to the preparation of your income tax return. Please review the contract, sign and date, and return the acknowledged copy to our office.

(b) Complete the following forms to provide business activity for your particular entity type -

a. Corporation, S-Corp and Partnerships:

- **General Data**
- **Income**
- **Deductions**

b. Sole Proprietors:

- **Sole Proprietor – Income & Deductions.**

- (c) **All** clients (new and returning clients) are required to complete the form labeled **Direct Deposit & Electronic Funds Withdrawal Information** and provide us with **a copy of a voided check** to set up a direct deposit of your tax refund and/or electronic funds withdrawal from your bank account or credit card for the payment of any income tax liability if desired.
- (d) Complete the **Small Employer Health Insurance Credit** form to provide information for the calculation of the small business health insurance credit if applicable for your sole proprietorship in 2018.
- (e) **Issuing 1099-MISC Forms for Business Enterprise**

Form 1099-MISC needs to be issued by you as the owner of a rental property or business enterprise for certain types of payments made in 2018 which are more than \$600 to an individual recipient. This form needs to be issued to each recipient by January 31, 2019 when reporting nonemployee compensation payments in box 7. The due date to recipients is extended to February 15, 2019, if you are reporting payments in boxes 8 (substitute payments in lieu of dividends or interest) or 14 (gross proceeds paid to an attorney). File Copy A of this form with the IRS by January 31, 2019 if you are reporting payments in box 7. Otherwise, file by February 28, 2019, if you file on paper, or by April 1, 2019, if you file electronically. Review this document for further details and information to complete this requirement.

IMPORTANT

In order for our firm to satisfy IRS requirements to sign-off and electronically file your return as a “paid preparer”, it is **required** that clients remit payment for services prior to electronic transmission of your tax return. As such, payment to JPT Financial Solutions for your tax return **is due upon receipt or notification of the completed tax return.** A 1.5% monthly interest late fee will be reflected on all past due accounts over 15 days. Note that we now accept credit cards for payment of your tax return preparation.

Thank you in advance for your kind assistance and for letting us be of service to you. If you have any questions please don’t hesitate to contact us.

PREPARATION OF 2018 FIDUCIARY TAX RETURNS

The IRS cutoff to file your 2018 federal fiduciary tax return is as follows (contact our office directly to discuss dates to file your equivalent state returns):

1.) Income Tax Return for Trusts & Estate

Generally, a trust and estate must file its Form 1041 income tax return and schedule(s) K-1 by the 15th day of the 4th month after the end of its tax year. For calendar-year filers, the cutoff date for 2018 trust and estate returns is **Monday, April 15, 2019.**

2.) Estate and Generation-Skipping Tax Following Death

Generally, an estate must file its Form 706 "United States Estate and Generation-Skipping Transfer" tax return within 9 months after the decedent's death.

Please contact our office for preparation of your 2018 tax return at your earliest convenience, after you have received all necessary supporting documentation to prepare your return. Note that all federal and state tax returns prepared by our company will be electronically filed to the federal and state governments.

Please refer to our website at www.jptfinancial.com and open the tab labeled "Documents" to obtain a list of specific information and forms that are required to prepare your 2018 income tax return. Your returns will be prepared solely on the basis of information submitted to us by you, the tax client. If you do not have access to the web please contact our office and we will mail you a set of forms to be completed as needed.

1.) Both new and existing clients are asked to complete the **Client Data Form** to ensure that we have complete up to date information for all our clients.

2.) Refer to the "2018 Tax Season" documents found under **Trust, Estate & Inheritance Resources**:

(a) Completion of the tax return **Engagement Contract for Professional Services** is required from **all** clients **prior** to the preparation of your income tax return. Please review the contract, sign and date, and return the acknowledged copy to our office.

(b) Complete the following fiduciary forms as applicable:

- **General Data**
- **Income & Deductions**

IMPORTANT

In order for our firm to satisfy IRS requirements to sign-off and electronically file your return as a "paid preparer", it is **required** that clients remit payment for services prior to electronic transmission of your tax return. As such, payment to JPT Financial Solutions for your tax return **is due upon receipt or notification of the completed tax return**. A 1.5% monthly interest late fee will be reflected on all past due accounts over 15 days. Note that we now accept credit cards for payment of your tax return preparation.

Thank you in advance for your kind assistance and for letting us be of service to you. If you have any questions please don't hesitate to contact us.

● **PREPARATION OF 2018 NON FOR PROFIT RETURNS**

The IRS cutoff to file your 2018 federal nonprofit return is as follows (contact our office directly to discuss dates to file your equivalent state returns, if applicable):

- Generally, a nonprofit organization must file its Form 990 return by the 15th day of the 5th month after the end of its accounting period. For calendar-year filers, the cutoff date for 2018 form 990 returns is **Wednesday, May 15, 2019**.

Please contact our office for preparation of your 2018 return at your earliest convenience, after you have received all necessary supporting documentation to prepare your return. Note that all federal and state tax returns prepared by our company will be electronically filed to the federal and state governments.

Please refer to our website at **www.jptfinancial.com** and open the tab labeled “Documents” to obtain a list of specific information and forms that are required to prepare your 2018 return. Your returns will be prepared solely on the basis of information submitted to us by you, the tax client. If you do not have access to the web please contact our office and we will mail you a set of forms to be completed as needed.

Both new and existing clients are asked to complete the **Client Data Form** to ensure that we have complete up to date information for all our clients. Refer also to the “2018 Tax Season” documents found under **Nonprofit Client Resources** for other forms to be completed, including the required **Engagement Contract** for professional services.

IMPORTANT

In order for our firm to satisfy IRS requirements to sign-off and electronically file your return as a “paid preparer”, it is **required** that clients remit payment for services prior to electronic transmission of your tax return. As such, payment to JPT Financial Solutions for your tax return **is due upon receipt or notification of the completed tax return**. A 1.5% monthly interest late fee will be reflected on all past due accounts over 15 days. Note that we now accept credit cards for payment of your tax return preparation.

Thank you in advance for your kind assistance and for letting us be of service to you. If you have any questions please don’t hesitate to contact us.

● **IMPORTANT DATES – MARK YOUR CALENDAR**

The IRS Tax Calendar for Businesses and the Self Employed is follows:

JANUARY 2019

Thursday, 1/3/2019

- Deposit payroll tax for payments on Dec 26-28, 2018 if the semiweekly deposit rule applies.

Friday, 1/4/2019

- Deposit payroll tax for payments on December 29-31, 2018 if the semiweekly deposit rule applies.
- Deposit payroll tax for payments on Jan. 1 if the semiweekly deposit rule applies.

Wednesday, 1/9/2019

- Deposit payroll tax for payments on Jan 2-4 if the semiweekly deposit rule applies.

Thursday, 1/10/2019

- Employers: Employees are required to report to you tips of \$20 or more earned during Dec 2018

Friday, 1/11/2019

- Deposit payroll tax for payments on Jan 5-8 if the semiweekly deposit rule applies.

Tuesday, 1/15/2019

- Deposit payroll tax for Dec if the monthly deposit rule applies.
- Pay the final installment of your 2018 estimated tax - use Form 1040-ES.
- Farmers and fishermen: Pay your estimated tax for 2018. Use Form 1040-ES.

Wednesday, 1/16/2019

- Deposit payroll tax for payments on Jan 9-11 if the semiweekly deposit rule applies.

Friday, 1/18/2019

- Deposit payroll tax for payments on Jan 12-15 if the semiweekly deposit rule applies.

Thursday, 1/24/2019

- Deposit payroll tax for payments on Jan 16-18 if the semiweekly deposit rule applies.

Friday, 1/25/2019

- Deposit payroll tax for payments on Jan 19-22 if the semiweekly deposit rule applies.

Wednesday, 1/30/2019

- Deposit payroll tax for payments on Jan 23-25 if the semiweekly deposit rule applies.

Thursday, 1/31/2019

- Individuals: File your tax return if you did not pay your last installment of estimated tax by Jan 15th (see Form 1040-ES)
- File Form 720 for the fourth quarter of 2018.
- Furnish Forms 1098, 1099 and W-2G to recipients for certain payments during 2018. Furnish Form W-2 to employees who worked for you during 2018. Employers: File Form W-3 along with Copy A of all the Forms W-2 you issued for 2018.
- File Form 730 and pay the tax on wagers accepted during Dec 2018.
- File Form 2290 and pay the tax for vehicles first used in Dec 2018.
- Deposit any FUTA tax owed through Dec 2018.
- File Forms 940, 941, 943, 944 and/or 945 if you did not deposit all taxes when due.

FEBRUARY 2019

Friday, 2/1/2019

- Deposit payroll tax for payments on Jan 26-29 if the semiweekly deposit rule applies.

Wednesday, 2/6/2019

- Deposit payroll tax for payments on Jan 30-Feb 1 if the semiweekly deposit rule applies.

Friday, 2/8/2019

- Deposit payroll tax for payments on Feb 2-5 if the semiweekly deposit rule applies.

Monday, 2/11/2019

- Employers: Employees are required to report to you tips of \$20 or more earned during Jan.
- File Forms 940, 941, 943, 944 and/or 945 if you timely deposited all required payments.

Wednesday, 2/13/2019

- Deposit payroll tax for payments on Feb 6-8 if the semiweekly deposit rule applies.

Friday, 2/15/2019

- File a new Form W-4 if you claimed exemption from income tax withholding in 2018.
- Furnish Forms 1099-B, 1099-S and certain Forms 1099-MISC to recipients.
- Deposit payroll tax for Jan if the monthly deposit rule applies.
- Deposit payroll tax for payments on Feb 9-12 if the semiweekly deposit rule applies.

Saturday, 2/16/2019

- Begin withholding on employees who claimed exemption from withholding in 2018 but did not file a W-4 to continue withholding exemption in 2019.

Thursday, 2/21/2019

- Deposit payroll tax for payments on Feb 13-15 if the semiweekly deposit rule applies.

Friday, 2/22/2019

- Deposit payroll tax for payments on Feb 16-19 if the semiweekly deposit rule applies.

Wednesday, 2/27/2019

- Deposit payroll tax for payments on Feb 20-22 if the semiweekly deposit rule applies.

Thursday, 2/28/2019

- File paper Forms 1094-C and 1095-C with IRS if you are an Applicable Large Employer; For all other providers file paper Forms 1094-B and 1095-B with the IRS
- File Form 2290 and pay the tax for vehicles first used in January.
- File Form 8027 if you are a large food or beverage establishment.
- File Form 1096 with information returns, including Forms 1098, 1099 and W-2G for payments made during 2018.
- File Form 730 and pay the tax on wagers accepted during January.

MARCH 2019

Friday, 3/1/2019

- Farmers and fishermen: File Form 1040 and pay any tax due. However, you have until Apr 15 to file if you paid your 2018 estimated tax payments by Jan 15, 2019.
- Deposit payroll tax for payments on Feb 23-26 if the semiweekly deposit rule applies.

Monday, 3/4/2019

- Applicable Large Employers provide Forms 1095-C to full time employees; For all other providers of Minimum Essential Coverage, provide Forms 1095-B to responsible individuals.

Wednesday, 3/6/2019

- Deposit payroll tax for payments on Feb 27-Mar 1 if the semiweekly deposit rule applies.

Friday, 3/8/2019

- Deposit payroll tax for payments on Mar 2-5 if the semiweekly deposit rule applies.

Monday, 3/11/2019

- Employers: Employees are required to report to you tips of \$20 or more earned during February.

Wednesday, 3/13/2019

- Deposit payroll tax for payments on Mar 6-8 if the semiweekly deposit rule applies.

Friday, 3/15/2019

- Deposit payroll tax for payments on Mar 9-12 if the semiweekly deposit rule applies.
- Partnerships: File Form 1065 and furnish a copy of Sch. K-1 to each partner. For automatic 6-month extension, file Form 7004.
- Deposit payroll tax for Feb if the monthly deposit rule applies.
- S Corporations: File Form 1120S for calendar year and pay any tax due. Furnish a copy of Sch. K-1 to each shareholder. File Form 2553 to elect S Corporation status beginning with calendar year 2019.

Wednesday, 3/20/2019

- Deposit payroll tax for payments on Mar 13-15 if the semiweekly deposit rule applies.

Friday, 3/22/2019

- Deposit payroll tax for payments on Mar 16-19 if the semiweekly deposit rule applies.

Wednesday, 3/27/2019

- Deposit payroll tax for payments on Mar 20-22 if the semiweekly deposit rule applies.

Friday, 3/29/2019

- Deposit payroll tax for payments on Mar 23-26 if the semiweekly deposit rule applies.

APRIL 2019

Monday, 4/1/2019

- Electronically file Forms W-2, W-2G, 1097, 1098, 1099, 1094-C, 1094-B, 1095-B, 1099, 3921, 3922, 8027
- File Form 2290 and pay the tax for vehicles first used in February.
- File Form 730 and pay the tax on wagers accepted during February.

Wednesday, 4/3/2019

- Deposit payroll tax for payments on Mar 27-29 if the semiweekly deposit rule applies.

Friday, 4/5/2019

- Deposit payroll tax for payments on Mar 30-Apr 2 if the semiweekly deposit rule applies.

Wednesday, 4/10/2019

- Employers: Employees are required to report to you tips of \$20 or more earned during March.
- Deposit payroll tax for payments on Apr 3-5 if the semiweekly deposit rule applies.

Friday, 4/12/2019

- Deposit payroll tax for payments on Apr 6-9 if the semiweekly deposit rule applies.

Monday, 4/15/2019

- Individuals: File Form 1040. For automatic 6-month extension file Form 4868 and deposit estimated tax. Pay the first installment of 2019 estimated tax - Use Form 1040-ES.
- Corporations: File Form 1120 for calendar year and pay any tax due. For automatic 6-month extension, file Form 7004 and deposit estimated tax.
- Household Employers: File Sch. H with Form 1040 if you paid \$2,100 or more to a household employee.
- Corporations: Deposit the first installment of your 2019 estimated tax.
- Deposit payroll tax for Mar if the monthly deposit rule applies.

Thursday, 4/18/2019

- Deposit payroll tax for payments on Apr 10-12 if the semiweekly deposit rule applies.

Friday, 4/19/2019

- Deposit payroll tax for payments on Apr 13-16 if the semiweekly deposit rule applies.

Wednesday, 4/24/2019

- Deposit payroll tax for payments on Apr 17-19 if the semiweekly deposit rule applies.

Friday, 4/26/2019

- Deposit payroll tax for payments on Apr 20-23 if the semiweekly deposit rule applies.

Tuesday, 4/30/2019

- File Form 2290 and pay the tax on vehicles first used in March.
- File Form 730 and pay the tax on wagers accepted during March.
- Deposit FUTA tax owed through Mar if more than \$500.
- File Form 720 for the first quarter.
- Employers: File Form 941 for the first quarter.

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