



The JPT Financial Newswire

A professional services publication from JPT Financial Solutions, Inc.

February 6, 2016



JPT FINANCIAL SOLUTIONS, INC.

accounting control consultants & solutions specialists

Analytical Consultation & Advisory • Tax Return Preparation • General Accounting

Web: www.jptfinancial.com eMail: jptfs@jptfs.com Tel: [\(201\) 996-9854](tel:(201)996-9854) Fax: [\(201\) 996-0874](tel:(201)996-0874)
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● **THE SEASON TO PREPARE YOUR 2015 INCOME TAX RETURNS HAS BEGUN**

Happy New Year, and wishing you God's blessings in 2016. 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 2015 PERSONAL INCOME TAX RETURNS**

The cutoff to file your 2015 personal income tax return is **Monday, April 18, 2016**. The due date is April 18, instead of April 15, because of the Emancipation Day holiday in the District of Columbia. Please contact our office for preparation of your 2015 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.

Requirements for Filing

- 1.) 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 2015 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.
- 2.) 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.
- 3.) New clients are also required to provide our office with a copy of the following:

- (a) Your 2014 prior year income tax return (federal and states as applicable)
 - (b) A driver's license for the taxpayer and spouse
 - (c) Social security cards for the taxpayer, spouse and dependents for identify verification.
- 4.) Refer to the "2015 Tax Season" documents found under **Personal Tax Preparation Resources**:
- (a) Completion of the tax return **Engagement Contract** 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) The **Tax Checklist for Preparing Personal Tax Returns** is 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.
 - (c) Complete the **Personal Data** form to include filing status, taxpayer and spouse social security numbers, and any estimated tax payment information for 2015 if applicable.
 - (d) Complete the **Dependents** 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) **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.
 - (f) **All clients are required** to complete the **Health Insurance Coverage** 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) All clients eligible to claim the Earned Income Credit are required to complete the **Earned Income Credit Due Diligence** forms for **Head of Household**, **Income**, and **Qualifying Child**. Note - The IRS continues to significantly increase the responsibility of tax preparers to ensure that information being provided by the taxpayer to calculate the earned income tax credit appears to be complete and correct. As such, we will interview all clients who claim the EIC to provide our office with adequate information to comply with this IRS mandate.
 - (h) Complete the **Child & Dependent Care** form if you had any child or dependent care expenses in 2015.
 - (i) Complete the **Profit or Loss from Business** forms if you operated a business as a sole proprietor in 2015.

- (j) 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 2015.
- (k) Complete the **Auto Expense Worksheet** to deduct expenses of your automobile for business in 2015.
- (l) Complete the form labeled **Expenses for Business Use of Your Home** if a portion of your home was used for a sole proprietor business in 2015.
- (m) Complete the **Employee Business Expenses** form to identify any non-reimbursed employee business expenses that you incurred in 2015.
- (n) Complete the **Sale of Capital Assets** form for any sale of stocks, bonds, etc. in 2015. As an alternative, you can provide copies of statements that you may have which provide information that is stated on the forms.
- (o) Complete the **Sale of Home** form if you sold your home in 2015. As an alternative, you can provide copies of statements that you may have which provide information that is stated on the forms.
- (p) Complete the **Energy Credits** forms if you have incurred expenses related to special energy related deductions in 2015.
- (q) Complete the **Casualty and Theft Losses** form if you had any casualty or theft loss in 2015.
- (r) Complete the **Rental Real Estate & Royalties** form if you had a rental income or loss activity in 2015.
- (s) **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 2015 which are more than \$600 to an individual recipient. This form needs to be issued to each recipient by February 1, 2016. The due date is extended to February 16, 2016, if you are reporting payments in boxes 8 (substitute payments in lieu of dividends or interest) or 14 (gross proceeds paid to an attorney). Review this document for further details and information to complete this requirement.

- (t) Complete the **Installment Sales** form if you had an activity related to a sale set up on an installment basis in 2015.
- (u) Complete the **Non-Cash Charitable Contributions** form if you had non-cash related charitable contributions in 2015.
- (v) Complete the **Household Employment Taxes** form if you had any household employees in 2015.

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 30 days.

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 2015 BUSINESS INCOME TAX RETURNS**

The IRS cutoff to file your 2015 business income tax return is as follows:

1.) Corporations & LLCs filing as Corporations

Generally, a corporation must file its Form 1120 income tax return by the 15th day of the 3rd month after the end of its tax year. For calendar-year filers, the cutoff date for 2015 corporation returns is **Tuesday, March 15, 2016**.

2.) S-Corporations

Generally, an S-corporation must file its Form 1120-S income tax return by the 15th day of the 3rd month after the end of its tax year. For calendar-year filers, the cutoff date for 2015 S-corporation returns is **Tuesday, March 15, 2016**.

3.) Partnerships & LLCs filing as Partnerships

Generally, a domestic partnership must file Form 1065 by the 15th day of the 4th month following the date its tax year ended as shown at the top of Form 1065. For calendar-year filers, the cutoff date for 2015 partnership returns is **Monday, April 18, 2016**. The due date is April 18, instead of April 15, because of the Emancipation Day holiday in the district of Columbia.

4.) Sole Proprietors & LLCs filing as Sole Proprietors

Sole proprietors generally file schedule C as included in their Form 1040 personal income tax return which is due to be filed by **Monday, April 18, 2016**. The due date is April 18, instead of April 15, because of the Emancipation Day holiday in the district of Columbia.

Please contact our office for preparation of your 2015 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 2015 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 “2015 Tax Season” documents found under **Business Financials & Tax Preparation Resources**:

- (a) Completion of the tax return **Engagement Contract** 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 business 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 2015.
- (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 2015 which are more than \$600 to an individual recipient. This form needs to be issued to each recipient by February 1, 2016. The due date is extended to February 16, 2016, if you are reporting payments in boxes 8 (substitute payments in lieu of dividends or interest) or 14 (gross proceeds paid to an attorney). 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 30 days.

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 Small Businesses and the Self Employed is follows:

➤ **FEBRUARY 2016**

02/01/2016

- File Form 720 for the fourth quarter of 2015.
- Furnish Forms 1098, 1099 and W-2G to recipients for certain payments during 2015.
- Furnish Form W-2 to employees who worked for you during 2015.
- File Form 730 and pay the tax on wagers accepted during Dec 2015.
- Deposit any FUTA tax owed through Dec 2015.
- File Form 2290 and pay the tax for vehicles first used in Dec 2015.
- File Forms 940, 941, 943, 944 and/or 945 if you did not deposit all taxes when due.
- Individuals: File your tax return if you did not pay your last installment of estimated tax by Jan 15th (see Form 1040-ES)

02/03/2016

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

02/05/2016

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

02/10/2016

- 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.
- Deposit payroll tax for payments on Feb 3-5 if the semiweekly deposit rule applies.

02/12/2016

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

02/16/2016

- File a new Form W-4 if you claimed exemption from income tax withholding in 2015.
- Furnish Forms 1099-B, 1099-S and certain Forms 1099-MISC to recipients.
- Deposit payroll tax for Jan if the monthly deposit rule applies.

02/17/2016

- Begin withholding on employees who claimed exemption from withholding in 2015 but did not file a W-4 to continue withholding exemption in 2016.

02/18/2016

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

02/19/2016

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

02/24/2016

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

02/26/2016

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

02/29/2016

- File Form 1096 with information returns, including Forms 1098, 1099 and W-2G for payments made during 2015.
- File Form W-3 with Copy A of all Forms W-2 issued for 2015.
- File Form 8027 if you are a large food or beverage establishment.
- File Form 730 and pay the tax on wagers accepted during January.
- File Form 2290 and pay the tax for vehicles first used in January.
- Farmers and fishermen: File Form 1040 and pay any tax due. However, you have until Apr 18 to file if you paid your 2015 estimated tax payments by Jan 15, 2016.

➤ MARCH 2016

03/02/2016

- Deposit payroll tax for payments on Feb 24-26 if the semiweekly deposit rule applies.

03/04/2016

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

03/09/2016

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

03/10/2016

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

03/11/2016

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

03/15/2016

- Corporations: File Form 1120 for calendar year and pay any tax due. For automatic 6-month extension, file Form 7004 and deposit estimated tax.
- 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 2016. For automatic 6-month extension, file Form 7004 and deposit estimated tax.
- Electing Large Partnerships: Furnish Sch. K-1 (Form 1065-B) to each partner.

03/16/2016

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

03/18/2016

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

03/23/2016

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

03/25/2016

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

03/30/2016

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

03/31/2016

- 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.
- Electronically file Forms W-2, W-2G, 1098, 1099, and 8027.

➤ **APRIL 2016**

04/01/2016

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

04/06/2016

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

04/08/2016

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

04/11/2016

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

04/13/2016

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

04/18/2016

- Individuals: File Form 1040, 1040A, or 1040EZ. For automatic 6-month extension file Form 4868 and deposit estimated tax. Pay the first installment of 2016 estimated tax - Use Form 1040-ES.
- Partnerships: File Form 1065 and furnish a copy of Sch. K-1 to each partner. For automatic 5-month extension, file Form 7004.
- Electing Large Partnerships: File Form 1065-B calendar year return. For automatic 6-month extension File Form 7004.
- Household Employers: File Sch. H with Form 1040 if you paid \$1,900 or more to a household employee.
- Corporations: Deposit the first installment of your 2016 estimated tax.
- Deposit payroll tax for Mar if the monthly deposit rule applies.
- Deposit payroll tax for payments on Apr 9-12 if the semiweekly deposit rule applies.

04/20/2016

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

04/22/2016

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

04/27/2016

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

04/29/2016

- Deposit payroll tax for payments on Apr 23-26 if the semiweekly deposit rule applies.
- File Form 720 for the first quarter.
- File Form 730 and pay the tax on wagers accepted during March.

Source: IRS Tax Calendar for Business & Self Employed

The JPT Financial Newswire is a periodic publication of JPT Financial Solutions Inc. We are accounting control consultants & solutions specialists who provide analytical consultation, tax return preparation, and general accounting services to business and consumer clients. As key internal consultants, we troubleshoot and enhance financial process coordination, internal control development, and bottom-line performance through our exemplary problem-solving, analytical, organizational and communication skills.

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We cultivate a one on one personal niche and relationship with acumen and expertise to uncover and resolve reporting and financial management issues, weaknesses in internal control, lack of organization and coordination, and budget and planning deficiencies.

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