

2019 *Business* DSA Tax Organizer

This **Business DSA Tax Organizer** is **mandatory** to prepare your Business Tax Return(s)

Log in at **DSATAX.com** to: } Complete this organizer in the **Submit Online** section
Request blank forms (such as 1099-MISC or W-2)
Submit **Extension Requests** in the **Submit Online** section

2020 Due Dates for the 2019 Tax Season



- 1099-MISC** due to **Contractors**
- 1099-MISC** (with **1096**) due to the **IRS**
- W-2's** due to **Employees**
- W-2's** (with **W-3**) due to the **Social Security Administration**

If you have paid a Contractor \$600 or more you will have to issue them a 1099-MISC and file it with the IRS



- 2019 DSA Monthly Reports*** due to **DSA**
- 2019 Business DSA Tax Organizer*** & any business related documents, due to **DSA**

Please only send copies of forms to DSA - keep originals for your records indefinitely!

**Extensions may be needed if your Monthly Reports, Tax Organizers and related documents are not submitted by the due dates*



- 2019 Personal DSA Tax Organizer*** & any personal related documents, due to **DSA**
- The *Personal DSA Tax Organizer* will be mailed following this Organizer.

Please only send copies of forms to DSA - keep originals for your records indefinitely!

**Extensions may be needed if your Monthly Reports, Tax Organizers and related documents are not submitted by the due dates*



- Business (S-Corporation) Tax Returns are due!**

*When S Corporations fail to file Form 1120S by the due date (or by the extended due date), the IRS will impose a minimum penalty of \$205 for each month (or part of the month) the return is late multiplied by the number of shareholders. Business Extensions will extend the due date for the filing to **September 15**.*



- Personal Tax Returns are due!**

*You will owe interest & penalties on any personal tax not paid by April 15th, regardless of filing an extension. Extensions only extend the due date for the return, to avoid a late filing penalty. They **DO NOT** extend the due date of the payment. If you **DO NOT** file an extension and **DO NOT** file your return by April 15th, the IRS will charge a failure to file penalty - which is usually 5% of your unpaid tax per each additional month late. Personal Extensions will extend the due date for the filing to **October 15th**.*



Business Name:

DSA # / EIN:

for the tax year 2019 - Business DSA Tax Organizer

ACCT REP:

This Business Tax Organizer, 2019 Monthly Reports & related documents must be submitted by February 7, 2020

You can also log in at DSATAX.com to complete this organizer in the Submit Online section

- Please attach copies of:
- Your 1099 from your bakery company / supplier or year-end summary, if available
- Business Related Closing statements for the sale/purchase of real property or route territory
- Any additional business related information and copies of forms with this Organizer

Check here if you request to file an Extension for your Business Tax Returns, and complete this page

Extensions may be necessary if your Monthly Reports, Tax Organizers and documents are not submitted by the associated due dates

You can also log in at DSATAX.com to submit Extension Requests in the Submit Online section

Form fields for contact information: President / Owner Name, Home Phone, Cell Phone, Primary Email, SS#, Fax #, Cell (Alt.), Email (Alt.)

Would you like DSA to send your business tax returns by email in a password protected .PDF file? YES NO

Form fields for mailing address: Mailing Address, City, State, Zip Code, Apt #

Is your Physical Address the same as Mailing Address? YES NO Enter physical address below

Form fields for physical address: Physical Address, City, State, Zip Code, Apt #

FORMS 1099-MISC FOR PART TIME HELP / CONTRACTORS

A part time helper paid \$600 or more during the year must be issued a 1099-MISC, no later than January 31st

You can also log in at DSATAX.com to request blank forms or download the Client Manual for more information regarding Part Time Help

- Did you make any payments in 2019 that would require you to file Form(s) 1099-MISC?
- YES, I have paid at least one contractor \$600 or more in the year
- NO, I have not paid any contractor \$600 or more during the year
- Did your business file (or will it file) required Forms 1099-MISC?

EMPLOYER'S QUARTERLY PAYROLL TAX PAYMENTS

Payroll Tax paid using voucher 941-V or state equivalent vouchers (i.e. State Withholding and Unemployment taxes)

Table with 9 columns: Due Date, 941 Amount Paid, Date Paid, State Amount Paid, Date Paid, Payee, State Amount Paid, Date Paid, Payee. Rows for 4/30/19, 7/31/19, 10/31/19, 1/31/20.

Check here if you request DSA to ONLY prepare your Business Tax Returns, and complete this page

If using another tax service for your Personal Return preparation, the business return must be included on your Personal Tax Return