PLAYBILL

A Guide to Tax Year 2020

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Hello and Happy New Year!

I don't have to tell you how difficult 2020 has been (and 2021, so far) and how the worldwide public health crisis has affected all of us. We have muddled through this difficult year, and we must believe there are better days ahead.

Covid has tested us, and we have had to adapt and change the ways that we shop, work, play, and interact with others. Tax season is no exception. I very much value the in-person approach to client service. However, I also value the safety and health of my clients. Given our current reality, I will not be meeting with clients face-to-face. In anticipation of this limitation, I have been focused on upgrading my technology to better serve my clients in a virtual environment.

I have launched a new secure client portal called TaxDome. I will use TaxDome to manage all tax return projects and documents. You will receive an email from me inviting you to log in to TaxDome. I encourage you to also download the TaxDome app on your phone. In TaxDome, you can securely organize and upload your tax documents and information, view your tax returns, e-sign documents, and manage your communication with me. It is very easy to use, and I hope you will find it helpful. Download Tax Dome QuickStart Guide

I strongly encourage you to upload documents in TaxDome, but I will also accept drop-offs by appointment. You can also mail your documents (note my new address), but please use USPS priority mail (with a tracking number) and keep copies of everything you send to me.

On the tax front, legislative changes have been complex, contradictory, and constant. I am here to make the 2020 tax filing process as easy as possible for you. I strive to help you understand your tax situation and your tax return. I can also help you plan for the future, address unfiled tax years, and respond to IRS notices. Download 2020 Tax Updates

I am not a big sports fan, but I am a fan of theatre. Instead of publishing a Tax Season Playbook, I've crafted a Tax Season Playbill. Let's pray it's light-hearted and not a tragedy and, of course, hope for rave reviews. This Playbill is a guide to managing the virtual approach to tax season. My goal is to not only provide a better understanding of my process but also to help you know what to expect.

We are in this together, and I hope you will return season after season. Encore! Encore!

Thank you for your trust and confidence.

Rich Schultz

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I offer tax return preparation and tax advisory services to small business owners and individuals with complex tax situations.

Whether you are joining me for the first time or have been with me for many seasons, I crafted this tax season Playbill to acquaint you with my tax return preparation process and the changes I've made.

I am here to make the tax return filing less taxing. I don't just plug your numbers into tax forms. I ask many questions. I review prior years and ask about present concerns and goals. I also work with you to determine tax planning needs for the future.

I am available year-round to assist with your tax needs. I don't charge extra for quick and simple responses. However, if a response is more involved or requires research, I will advise you in advance that a consulting fee may apply. I also offer tax planning, representation, and resolution as additional services.

FILING DEADLINES

RETURN TYPE	MY CUTOFF* (for a timely filing)	FILING DUE DATE
S-Corporation	FEB 16	MAR 15
Partnership	FEB 16	MAR 15
Individual	**MAR 16**	**APR 15**
Corporation	MAR 16	APR 15
Trust & Estate	MAR 16	APR 15
Tax Exempt Org.	APR 16	MAY 15

To file a timely return, the data must be submitted to me at least 30 days prior to the filing deadline. If you're not ready to file, I can submit an e-filed extension on your behalf.

An extension extends the filing deadline but not the payment deadline. A failure-to-pay penalty and interest will apply to any tax balance due.

DOCUMENT LINKS

Click on the links below to open helpful documents

Welcome to TaxDome – A QuickStart Guide

Tax Prep Checklist

Tax Updates & Considerations

What are Estimated Taxes?

https://schultztaxservices.taxdome.com/

Rich@SchultzTaxServices.com

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➢ **New Address:**
3455 NE 12 Terrace, Suite 12
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TAX YEAR 2020 IN TWO ACTS

Setting: TaxDome, a virtual world where the client and the tax preparer interact

ACT ONE *Featuring you as "the Client" and Rich Schultz as "the Tax Preparer"*

Scenes

1 — Create TaxDome login

YOU: Create a TaxDome Login
Create a login from my TaxDome welcome email.
[*Welcome to TaxDome – A QuickStart Guide*]

NOTE: You can also download the TaxDome mobile app on your phone or tablet to easily scan documents. You may need my TaxDome URL: www.SchultzTaxServices.taxdome.com

2 — E-sign Contract

YOU: E-sign the Contract & Pay Deposit Invoice
Review and e-sign the *Contract* (previously known as an "engagement letter").
Pay invoice ("Bill") for $100 deposit.

3 — Gather Documents

YOU: Gather Documents
Compile the various tax documents such as Forms W2 and 1099.
For a list of typical tax documents required, see ***Tax Prep Checklist*****.**

4 — Complete Organizer & Upload Documents

YOU: Complete Organizer & Upload Documents
Review and respond to the questions in the Tax Dome *Organizer.*
Upload *Documents* directly within the *Organizer* or add them to the *Documents* section.

NOTE: In the mobile app, you can snap pictures of documents as you complete the Organizer.

NOTE: If you are self-employed, have a rental property, or file a business return, you will have multiple Organizers to complete.

5 — Ready for Tax Preparer

YOU: Notify me that you're done
After you have answered all the questions and uploaded all your documents, please check off the *To Do* item named "*All information and documents submitted*". This alerts me that the return is ready for me to prepare.

*NOTE: If you receive additional documents or need to change your information, send me a Message in TaxDome and attach the new Document***.**

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TAX YEAR 2020 IN TWO ACTS

Setting: TaxDome, a virtual world where the client and the tax preparer interact

ACT TWO *Featuring you as "the Client" and Rich Schultz as "The Preparer"*

Scenes

1 — Review Client Documents

RICH: Review Client Documents
I will send *Messages* and *To Do* items to you via TaxDome as I progress through the tax return preparation process.

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2 — Prepare Tax Return

RICH: Prepare Tax Return Draft
I will prepare a draft of your tax return.

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3 — Client Review

YOU: Review & Approve Tax Return
When I finish your return, you will receive a Message to review your return. You can schedule an appointment with me to review it together, or if you have no questions, click Approve.

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4 — e-Sign

YOU: E-sign Finalized Tax Return
When I receive notification of your approval, I will send you an e-sign request in TaxDome.

NOTE: If married, both spouses will be notified to e-sign the return.

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5 — e-File

RICH: E-file tax return; Post E-file Confirmation & Final Documents
I will electronically file your tax returns.
I will notify you when I receive e-file confirmations.

NOTE: Digital copies of your returns are always available in TaxDome.

Take a bow! You are done!

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Personal Reflection

In my journey, I have learned from my family, friends, teachers, colleagues, mentors, and community to value certain traits and behaviors in others. As a small business owner, I know that people want to work and do business with people they trust. Trust is built one interaction at a time and is based on the belief that one's values are shared.

I value the trust you place in me. I strive to incorporate into my business interactions the values of honesty, civility, integrity, candor, positivity, clear communication, confidentiality, vigilance, and accuracy.

These are difficult times, and shared values, especially honesty and civility, are more important than ever as we move forward in social discourse and business relationships.

Rich Schultz