

**RH** ROBERT HALL  
& ASSOCIATES  
TAX CONSULTANTS

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January 2021

Dear Client:

As we once again approach our busiest time of the year, we would like to take this time to remind you that your Partnership, Limited Liability Company, or Corporation 2020 Income Tax Returns will soon be due. In most cases, these returns should be completed before we can complete your personal returns.

Please complete the enclosed organizer for your business if you do not have a Computerized Profit & Loss Statement.

Very shortly, our office will be inundated with appointments for Individual Income Tax Returns. In order to serve you better, we have set aside special appointment times and extended our hours for those of you with businesses whose **fiscal year ends between October 31 and December 31**. Contacting us now assures you that we will have ample time to communicate with you, and provide you with the best service and accuracy. Most importantly, an early appointment will allow us time to determine the lowest tax liability that the new laws provide. You should also keep in mind that sales tax returns, payroll tax returns, and **W-2's and 1099's are due by January 31, 2021**

**With this in mind, it is important that you have an appointment to prepare your 2020 business tax returns before January 31, 2021** We have extended our hours for your convenience, so please call us as soon as possible to make an appointment.

We want to thank you again for choosing Robert Hall & Associates to prepare your returns, and hope you call us soon so that we can complete your Partnership or Corporation return before January 31, 2021

Sincerely,

Robert W. Hall, EA

Stephen Hall, EA

F. Michael Watson, EA

**P.S. Let us know if we can help you. There have been many changes to the tax laws, so call, fax or email us immediately if you have any questions.**



## Shareholder's/ Officer's Information

	Name	Address	Social Security # Or FEIN	% Owned
A				
B				
C				
D				

Other Information - Please Identify	A	B	C	D
Amount of Compensation				
Loans made to Corp				
Loan Repayment by Shareholder				

## Corporation's Assets Information

Equipment/Capital Item Purchased Or Sold	Date	Purchase Price	Selling Price
Year End Bank Account Balance: \$			

## Auto / Truck Expense Information

	Vehicle No. 1	Vehicle No. 2
Date placed in service		
Make		
Purchase Price		
Total miles driven during the year		
Business miles driven during the year		

### Notes & Comments

Did you receive a PPP loan? If so , how much?

Did you receive an EIDL loan, if so, how much?

Did you receive an SBA loan, if so how much?

Was any portion of the EIDL loan received as a grant that doesn't need to be repaid? if so, how much?