2019 Tax Season

In order to prepare your tax return in a *<u>complete</u>, <u>accurate</u>, and <u>efficient manner</u>*, we ask that you please fill out the TAX-EXEMPT QUESTIONNAIRE to the best of your ability. The tax-exempt questionnaire is designed to help you gather your supporting documents and answer the questions we need to begin working on your return.

<u>ENGAGEMENT LETTER:</u> If you have not already signed the engagement letter, please do so as <u>we cannot start on your return</u> until we have received the signed document.

<u>Please answer the general questions on page 1-3 and ONLY complete the addendum page if it applies to you.</u>

PLEASE NOTE, for 2019, the filing deadline for calendar year 990-filing organizations has been moved to 7/15/20. An additional extension until 11/15/20 can be requested. We work on all tax returns in the order in which we have received them. So when you have completed this questionnaire and have your books or financials ready for us, please send us these items.

If your organization has a different fiscal year end, please be in touch with us regarding whether your due date has been revised, and the timeliness of preparation.

For additional information, links to our engagement letter, questionnaire, and frequently asked questions, **visit our website at kevinshawcpa.com.**

2019 Questionnaire: Tax-Exempt Organizations

It is extremely important that you thoroughly complete this questionnaire and return it to us as it is designed to help us prepare a complete and accurate tax return as efficiently as possible.

Submit the **completed** and **signed** 2019 questionnaire along with any additional tax information in one of the following three ways:

- Upload your information electronically through our secure system, SafeSend. You can find the link in our signatures OR send us an email at info@kevinshawcpa.com
- Fax to: 970-223-6509
- Mail/Deliver to: 1044 West Drake Road, Suite 201, Fort Collins, CO 80526

CONTACT INFORMATION: ***(Please complete even if you have provided us the same information in the past)***

ORGANIZATION NAME: ______________________________
PRIMARY CONTACT: ______________________________ TITLE: ______________________________
ADDRESS: ______________________________ CITY: __________________ ST: ______ ZIP: _________
PRIMARY NUMBER: ____________________ PREFERRED TEXTING NUMBER: ____________________
PRIMARY EMAIL: ______________________________

WHO WILL BE SIGNING THE RETURN? ________________________ TITLE: ________________________
WHO SHOULD BE LISTED AS THE PRINCIPAL OFFICER? ______________________________

TEXT MESSAGES:
We have the ability to send text notifications and reminders. We will only send a text message regarding the preparation of your tax return; we will not send marketing communications via text messaging.

PAPERLESS BILL:
Please provide your preferred email: ______________________________
To opt out of paperless billing, check here: _________

FINAL TAX RETURN:
We will send you a copy of your final tax return in a secure email unless you do not have email or you ask us otherwise.

PLEASE INCLUDE WITH THE COMPLETED QUESTIONNAIRE THE FOLLOWING:

- Accountants Copy of your QuickBooks file with a 1/1/20 dividing date (or first day of your new fiscal year) with bank, credit card, and loan accounts reconciled
- If your records are in a different accounting software, please provide a two-year comparative Balance Sheet and two-year comparative Profit & Loss Statement
- If you do not use an accounting software program, please provide a summary of all 2019 business transactions (Excel format preferred)
- Year-end statements for any business loans

If you send your file via intuit, email it to info@kevinshawcpa.com and enter your QuickBooks Transfer Password: _____________________________ (this password is specifically created when you transfer the file and may not be the same as your regular file password)
Also, please provide your Admin QuickBooks file password: ______________________________

<u>PLEASE ANSWER EACH QUESTION</u>. If a question is not answered, we will assume it is not applicable to your current situation. If you are unsure, please note your questions in the comments provided at the bottom of the page. If any of this information is accounted for in your books of record, you do not need to provide us with the information twice.

GENERAL QUESTIONS:

		YES	NO
1.	If you are a new Shaw & Associates client this year, please complete the **New Client Addendum on page 4.**		
2.	Did the organization receive any notices from the IRS or any state tax authority during the past year regarding the Form 990 (or other notice that you would like us to review)? **(Please provide a copy if you have not already sent one to us).**		
3.	What was the total number of volunteers who served the organization during the fiscal year (estimate if necessary)? Be sure to include volunteer members of the Board of Directors. ______________________________ (Does NOT apply to 990 EZ filers).		
4.	Did the organization receive any non-cash donations in the fiscal year that have not been recorded in your books?		
4a.	• If so, please provide a list of the items received, and the fair market value of each.		
5.	Are there any business expenses paid by employees or in cash that have not yet been reimbursed or recorded in your books? If so, please provide a summary of these by expense category.		
7.	Did the organization have any sales, employees, contract labor, or assets in any state other than the home state in the fiscal year?		
8.	Did the organization make any payments to foreign individuals or foreign entities for services that the foreign individual or entity performed in the US during the fiscal year?		
9.	Did the organization receive any restricted funds during the fiscal year?		
9a.	• If yes, have they been recorded as restricted in your books?		
10.	Include statements for any investments and/or endowment account for the whole fiscal year, if you have not already provided this to us.		

COMMENTS: ____

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GENERAL QUESTIONS:

There are a lot of recurring questions to answer on the tax return, and we would like you to review these pages from the prior year return and tell us if any of the answers/information have changed for the fiscal year we are not preparing. If you don't have a copy of the prior year 990 easily accessible, please contact SJ at SJ@kevinshawcpa.com, who can send you one digitally. Here are the pages to review:

Form 990 Filers:

a. Page 2: Ignore the dollar amounts, but please review everything else.
b. Pages 3-6: Yes/No answers. On page 4 also please provide the correct numbers for lines 1a and 1b, and on page 5, line 2a. On page 6 provide the correct numbers for lines 1a and 1b.
c. Pages 7-8: See the Governing Body Addendum of this questionnaire.
d. Schedule O: Please review and indicate if anything has changed for the fiscal year.

I have reviewed the above pages from the prior year 990 _____

Comments / Changes for Current Year: ____
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____
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Form 990EZ Filers:

a. Page 2 Part III: Review the organization's primary exempt purpose and the descriptions (not dollar amounts) on lines 28-30.
b. Page 2 Part IV: See the Governing Body Addendum of this questionnaire.
c. Page 3-4: Yes/No answers. Also provide the answer to #42a if it has changed.

I have reviewed the above pages from the prior year 990 _____

Comments / Changes for Current Year: ____
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2019 Addendums

If any of this information is accounted for in your books of record, you do not need to provide us with the information twice. Please note "recorded in books".

Governing Body Addendum:

Please provide the following details:

- List of any board member and Executive Director (or primary management employee) who served at any time in the fiscal year, along with the dates that they served, if not the full year.
    - Name
    - Title (if changed mid-year list both)
    - Average number of hours per week that each served the organization during the fiscal year
- Were any board members compensated for their services in the fiscal year? If so, who and how much? ____
  ____
  ____
- For the Executive Director or principal management employee, please list the amount from Box 5 of their W-2 for the calendar year that ended within the fiscal year, and the amount of any benefits paid on their behalf for the fiscal year (company portion of health insurance premiums, retirement plan match, etc.).____
  ____
  ____
- Did you pay any other employee or independent contractor compensation greater than $100,000 in the fiscal year? If so, please provide a list of the individuals and the compensation paid.
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  ____
- Provide a list of amounts received from board members in the fiscal year. This must include donations, membership fees, merchandise sales, or program services fees from any board member who served within the 5 years prior to the donation date. If you need a list of who all served in the past 5 years, we can send that to you. The list should include the name and amount for each board member who meets these requirements.____
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New Client Addendum:

Please include the following, if not already provided to us:

- Prior year tax Federal return and State if applicable (Colorado does not have a state tax-exempt return).
- Prior year depreciation schedules if applicable (you may need to contact your previous tax preparer).
- Copies of governing documents, which may include: Articles of incorporation/organization, by-laws, and other relevant documents.
- FEIN:____________________________ State Account Number:____________________________
- Copy of IRS Determination Letter for Tax-Exempt Status.