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RE: Preparation of 2021 Nonprofit Returns

Dear Tax Client:

Happy New Year and wishing you God's blessings in 2022. 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. Remember, we're here to help you!

The cutoff to file your 2021 nonprofit return is as follows:

- **IRS**

Generally, a nonprofit organization must file its Form 990 return by the 15th day of the 5th month after the end of its accounting period. For calendar-year filers, the cutoff date for 2021 form 990 returns is **Monday, May 16, 2022** (the 15th falls on a Sunday).

- **States**

If a state return is required to be filed for your nonprofit organization, please contact our office directly to discuss dates to file.

Please contact our office for the preparation and e-file of your 2021 return at your earliest convenience, after you have prepared all necessary supporting documentation to prepare your return. Your returns will be prepared solely on the basis of information submitted to us by you, the tax client.

The following forms are required to be included with your supporting documentation to be sent to our office to prepare your return. These forms can be found on the following pages within the tab labeled "Documents" on our website **www.jptfinancial.com** :

- **Client Data Form**

- (a) 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.
- (b) In addition, new clients are also required to provide our office with a copy of your 2020 prior year nonprofit return that was filed (IRS and states as applicable)

- **Engagement Contract**

Please complete the required "Nonprofit Professional Services" **Engagement Contract** (required for both new and existing clients).

- **2021 Tax Season Resources**

Scroll to the section labelled **Nonprofit Client Resources** for required other 2021 tax season forms to be completed and submitted (as applicable), as follows:

- Organizer for Nonprofit Organizations
- Additional Form 990 Questions
- User Supplied Financial Statements
 - Provide your own user spreadsheets that detail financial activity for your nonprofit organization
 - Include detail of all Revenues, Expenses, Balance Sheet (Assets/Liabilities/Fund Balance) and Receivables
- Compensation Details
 - Complete this form or provide your own user spreadsheet with all details.
 - Include compensation details for Officers, Directors, Trustees, Key Employees, Highly Compensated Employees, and Highly Compensated Independent Contractors
- Public Charity Status & Public Support Questions
- Schedule of Contributors
 - Complete this form or provide your own user spreadsheet with all details.
 - Generally, a nonprofit organization must provide this information if it receives contributions of greater than 5,000 or more than 2% of revenues from any one contributor. Include contributor's money, securities or any other type of property that were given to the nonprofit organization.
 - There are special rules for certain 501(c)(3) organizations that may raise the reporting threshold above 5,000, and there are also special rules for 501(c)(7), 501(c)(8) and 501(c)(10) organizations that may require reporting contributions lower than the 5,000 threshold.
- Small Employer Health Insurance Credit (if applicable for your nonprofit organization)

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 15 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.

JPT FINANCIAL SOLUTIONS, INC.