



Dear Valued Client,

This Tax Organizer is designed to help you gather the tax information needed for Anderson to prepare your nonprofit income tax return for 2021.

Please fill the tax organizer to the best of your ability. Enter all 2021 information for which you do not have official documentation. If any information does not apply to you, please disregard that part of the organizer.

**1. Complete the Tax Organizer**

- Enter all 2021 information. If any information does not apply to you or is incorrect, please draw a line through it or make necessary changes.

**2. Gather your supporting documents and make copies.**

- See list below for examples.
- Send the copies with your completed organizer and keep originals.

**3. Submit the Tax Organizer, and any supporting documentation, using one of these methods:**

- Upload to your Box account [<https://andersonadvisors.app.box.com/>], then email [accountingadmins@andersonadvisors.com](mailto:accountingadmins@andersonadvisors.com) to let us know you have uploaded the organizer.
- Fax: 702-664-0545

**Note: To ensure your privacy, please do not submit your Tax Organizer or supporting documents via email.**

**The following are examples of supporting documentation:**

- Forms W-2 for wages, salaries, tips, and gambling winnings.
- All Forms 1099 for interest, dividends, retirement, miscellaneous income, social security, state or local refunds, etc.
- Brokerage statements showing investment transactions for stocks, bonds, options, etc.
- Schedule K-1 from partnerships, S-corporations, estates and trusts.
- Statements supporting educational expenses, deductions or distributions, including any Forms 1098-T, 1098-E, or 1099-Q.
- All Forms 1095-A, 1095-B, and/or 1095-C related to health care coverage for the Premium Tax Credit.
- Statements supporting deductions for mortgage interest, taxes, and charitable contributions, including any Form 1098-C.
- Copies of closing statements regarding the sale or purchase of real property.
- Any tax notices sent to you by the IRS or other taxing authority.
- A copy of your income tax return from last year, if not prepared by Anderson.

## **FEE SCHEDULE FOR TAX RETURNS PREPARED IN 2022**

Our fee for the preparation of federal form 990-N is \$250. If a state return is required, there will be an additional \$200 fee.

Clients with a Tax Advantage Program will be able to submit their tax organizers starting Jan 14th, non Tax Advantage Program clients may start submitting their organizers after Feb 1st.

In order to make the May 16, 2022 filing deadline for your 2021 income tax return, your completed organizer and backup documents should be in our office no later than 45 days before the deadline for your tax return to avoid any expedite fees (please review Client Statement for more details). Any information received after that date may require an extension to be filed for your return. Also, based on the complexity of your return, an extension may still need to be filed. Anderson will file your extension when necessary extending the due date to Nov. 15, 2022. You are responsible for paying any tax due to the IRS by May 16, 2022 in order to avoid certain late penalties and interest even if an extension has been or will be filed.

Your Accounting Coordinator is available to assist should you have any questions regarding the Tax Organizer, uploading information to Box, or the preparation process.

Thank you for choosing Anderson for your asset protection, tax, and estate planning needs.

Sincerely,  
Anderson Advisors Tax Team

The IRS does not send out unsolicited e-mails nor make unsolicited phone calls requesting or demanding personal information or immediate payment. Such authentic looking e-mails are called "phishing" emails and responding may expose you to identity theft. If you receive such emails, forward a copy to the IRS at [phishing@irs.gov](mailto:phishing@irs.gov). Please do not respond to the email. You may also contact our office regarding any written or electronic correspondence or phone calls that you receive from the IRS.

# 2021 TAX ORGANIZER FOR TAX EXEMPT ORGANIZATIONS 990-N RETURNS



## Nevada

3225 McLeod Drive  
Las Vegas, NV 89121  
Fax: 702.664.0545

## Washington

732 Broadway, Suite 201  
Tacoma, WA 98402  
Fax: 253.238.0003

## Wyoming

1718 Capitol Avenue  
Cheyenne, WY, 82001

800.706.4741

[www.AndersonAdvisors.com](http://www.AndersonAdvisors.com)

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Use this Organizer for Tax Exempt Organizations (Nonprofits) with average annual gross receipts of \$50,000 or less over the past 3 years.

### **IMPORTANT**

We are not able to complete your tax return until we have received the completed Tax Organizer and all required documentation, including but not limited to the Client Statement, payment information, nonprofit information, and ownership information.

Anderson Business Advisors  
3225 McLeod Drive, Suite 100  
Las Vegas, NV 89121

Toll Free: 800.706.4741  
Local: 702.214.1100  
Fax: 702.664.0545

E-Mail: [organizers@andersonadvisors.com](mailto:organizers@andersonadvisors.com)

Secure Online Upload Page: <https://andersonadvisors.com/upload-documents/>

# FAX COVER PAGE

Attention: Tax Preparation Department

To: Anderson Business Advisors: 702.664.0545

Attention:

From:

Date:

Total Number of Pages: (including cover page)

THIS FAX INCLUDES THE FOLLOWING (Check all that apply)

- Client Statement
- Organizer for (Name: \_\_\_\_\_)
- Supporting Documents
- Other

You may also upload all documents securely online at:

<https://andersonadvisors.com/upload-documents/>

## CLIENT STATEMENT

Anderson Business Advisors' Tax Department will start accepting Tax Organizers to prepare 2021 tax returns starting January 14th, 2022. Please complete the Tax Organizer to the best of your ability.

Clients with a Tax Advantage Program will be able to submit their tax organizers starting Jan 14th, non Tax Advantage Program clients may start submitting their organizers after Feb 1st.

Tax returns are prepared in the order received. Any Tax Organizers submitted within 45 days prior to the deadline may need to file an extension (if possible) OR require an expedite fee of \$300.

**If your Tax Organizer and documents are received within 45 days prior to the tax deadline, we can not guarantee the return will be timely filed. This may result in the need to file an extension.**

All tax liabilities are still due and payable by the original filing deadline to avoid underpayment penalties and interest. An extension only extends your time to file your return, not pay your taxes.

The scope of work in connection with the preparation of your ("the Client") federal and state tax returns is intended to be in compliance with the requirements issued by the various taxing authorities. Because tax laws are not always clear, honest differences of opinion may arise between our interpretation of laws and that of the various taxing authorities. We will assist you in resolving these differences in your favor whenever possible.

You and/or your duly appointed representative agree not to hold Anderson Business Advisors ("Anderson") liable for interpretations made with regard to any of the information supplied by Client and used in the preparation of the tax returns.

Unless compelled to do so by law, Anderson does not disclose any irregularities or provide statements as to the validity of the information supplied by Client to any taxing authority.

All tax returns are subject to review and acceptance by the various taxing authorities. In the event of an examination by the IRS or other taxing authority, contact Anderson. We can respond or represent your position to the taxing authority; however, there is a fee for this service. You may appeal any adjustments proposed by a taxing authority.

**Please review your completed tax returns carefully.** As preparers, we have a responsibility both to the various taxing authorities with whom we file tax returns as well as to our Clients. You remain liable for the contents of your tax returns prepared by Anderson from the data you provide.

All tax return preparation fees must be paid before the tax return can be electronically submitted to the taxing authority. Once payment is received and the proper forms are signed authorizing Anderson to electronically file the tax return, Anderson will then electronically file the tax return.

By signing this document I acknowledge this statement and the dates below.

Signature:

Name on Credit Card:

Last 4 digits of Credit Card being used (if Tax Package is not used):

*If you wish to use a credit card that is not on file with Anderson, please contact your Client Tax Coordinator.*

*By submitting this form, you are authorizing Anderson Business Advisors to send you an invoice electronically upon completion (via email or Box.com) and to charge the credit card provided above five (5) days after the invoice has been submitted to you.*



Anderson Law Group, PLLC  
3225 McLeod Drive  
Las Vegas, NV 89121

Dear Valued Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2021 federal and requested state income tax returns from information that you furnish us. We do not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms assists in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us. Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, such as gift and/or property, please inform us by noting so just below your signature at the end of the returned copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Sincerely,

Anderson Business Advisors Tax Team

Accepted By:

Date:

Additional Returns (if applicable):

Anderson Law Group, PLLC  
3225 McLeod Drive  
Las Vegas, NV 89121

## **PRIVACY POLICY**

Certified Public Accountants (CPAs), like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

### **TYPES OF NONPUBLIC PERSONAL INFORMATION WE COLLECT**

We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization.

### **PARTIES TO WHOM WE DISCLOSE INFORMATION**

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees and, in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

### **PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER CLIENTS' INFORMATION**

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

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Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

**ORGANIZER FOR TAX EXEMPT ORGANIZATIONS**  
**(FORM 990N)**

Organization name:

FEIN (Federal Employer Identification Number):

Address:

Phone Number:

Email Address:

Tax Year Ending:

State(s) incorporated or operating in:

Contact Person:

This organizer is designed to assist you in gathering the information needed to prepare the Organization's current year tax returns. Complete the organizer and answer all applicable questions.

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**990N Qualification**

**Yes    No**

Please answer the following:

1. Were the annual gross receipts, including non-cash donations, \$50,000 or less? .....
2. Confirm there were no political activities carried on .....
3. Confirm IRS Determination Letter has been received .....
4. Confirm there was no Unrelated Business Income .....
5. Confirm your organization is not a private foundation, or section 509(a)(3), 501(c)(1), 501(c)(20), 501(c)(23), 501(c)(24), 501(d), 527, 529, 4947(a)(2), or 4947(a)(1).....

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If any of the responses above is no, the organization does not qualify to file form 990N. Please complete the form 990 tax organizer. If question 3 is marked no, it may still be possible to file a 990N. We will advise you of your options.

6. Amount of cash and non-cash donations received (estimate if necessary)

7. Value of Organization assets at 12/31/2021 (estimate if necessary)

Cash in Bank:

Securities:

Real Estate:

Other:

Comments: