

JENNINGS & CLOUSE, PLC

CERTIFIED PUBLIC ACCOUNTANTS

1509 Hunt Club Blvd, Ste 500
Gallatin, TN 37066
Phone: (615) 206-0360 / Email: info@jenningsclouse.com
www.jenningsclouse.com

December 24, 2019

Dear Client:

In an effort to provide the best service possible, we are communicating our upcoming procedures for the preparation of **2019** tax returns. Please note due dates below for calendar year-end taxpayers:

<u>TAX RETURN</u>	<u>DUE DATE</u>	<u>EXTENDED DUE DATE</u>
Form 1099-MISC and Form W-2/W-3**	January 31, 2020	None
Form 1065 (Partnerships)*	March 16, 2020	September 15, 2020
Form 1120S (S-Corporations)*	March 16, 2020	September 15, 2020
Form 1120 (C-Corporations)*	April 15, 2020	October 15, 2020
Form 1040 (Individuals)	April 15, 2020	October 15, 2020

INFORMATIONAL TAX RETURNS**:

For timely filing of Form 1099-MISC forms, we will need all required information to be received in our office by **January 15, 2020**.

BUSINESS TAX RETURNS*:

We must receive your completed business books and records or a request to schedule an appointment by **January 31, 2020** to guarantee preparation without an extension of time to file.

INDIVIDUAL TAX RETURNS:

We must receive your completed individual tax return organizer and all information or a request to schedule an appointment by **March 16, 2020** to guarantee preparation without an extension of time to file.

Appointments are scheduled on a first-come, first-serve basis. Please set up any appointments as soon as possible.

Once we begin, we may need to follow up with questions relating to the preparation of your tax return. We will make a determination at that time and communicate with you if your tax return will require an extension of time to file.

If you elect to extend the time to file your tax return(s), please contact our office as soon as possible but **no later than 10 days before the due date of the tax return** to ensure your extension is timely filed.

If you have any questions, please contact our office. Thank you for allowing us to serve you!

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