



Gardner, Loutzenhiser and Ryan, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

December 2020

Our Dear Friends and Clients,

As 2020 comes to a close, we are once more compelled to start thinking about the upcoming tax filing season. 2020 has not been a “normal” year in any sense of the word, with the COVID 19 virus and with the Presidential election, the world has been upended. Everyone here at GLR is looking forward to assisting you in the process of completing your tax filings again this year. We are hoping for a “normal” year in 2021, but we are not planning on it, especially with the recent passage of the Consolidated Appropriations Act of 2021 which has numerous tax provisions included in it.

We expect the pace of change to only accelerate, as such we are moving to communication with you via our text message notification service and our website regarding important developments. Please take advantage of these. If you are not receiving our text notices let us know and we can get you set up.

Due to the COVID 19 pandemic, we have some new meeting options for you if you would rather not meet in person. You can meet with the partners via Zoom or Microsoft Teams or via telephone conference. We are adding a drop box at the back of our office for you to drop off tax information at your convenience. You can also upload your documents through our client portal located on our website at www.glrcpa.com. That is where you will also find the annual 1099/W2 reporting form to assist you in accumulating the information for us to prepare your year-end payroll filings. Please return the 1099/W2 form as soon as possible in January, if it is applicable to your business operation. Important to note is that the IRS is working to crack down on fraudulent returns. As part of this effort, they are affirming all payroll reporting for W-2's and 1099-Misc must be filed by **January 31st** to allow the IRS to match payroll forms to income tax returns. By returning your payroll information sheets well ahead of the January 31st deadline you can be assured your returns will be filed accurately as well as an analysis of eligibility for any of the COVID Cares Act Credits.

We are excited to introduce you to new members of our team and to welcome you back with several familiar faces. Jim Gardner and Vince Ryan continue to lead the firm. Dan Garrett will again return to offer his expertise and assist with the review of returns. Liza Simonson, Sara Rittgarn, Tyler Plummer and Mike Coomes are here as Managers, with Liza working out of our Mullen office, Sara and Mike in our Gordon office and Tyler from his home in Gering. Senior Accountant Courtney Kautz and her family recently moved to Torrington, WY but will continue working full time from her home. In the Chadron staff room is returning Staff Accountant Eliza Hare, as well as two new interns Tyler McCarthy and Sydney Brown. Paraprofessional Theresa Haynes has moved to working exclusively from her home in Chadron, as well as Paraprofessional Sue Gies also working from her home in Gering. Firm Administrator Julie Duncan is being assisted by Kayla Paul in the Chadron office as well as by intern Clark Riesen. Returning to the Gordon office is Office Manager Arlana McGinley. Lisa Reed and Kristi Rose will be returning as Tax Preparers. Also returning in our Mullen office is Paraprofessional Crystal Wiens.

As always, we encourage you to call if you have any questions or comments regarding the items we have mentioned and look forward to serving you in the upcoming tax filing season.

In the spirit of the holiday season,

Gardner, Loutzenhiser & Ryan PC

W-2 REPORTING INFORMATION

YOUR NAME _____

YOUR ADDRESS _____

YOUR EIN OR SSN _____

W-2 Reporting Instructions (See reverse side for 1099 reporting)

This form is to be used to report any employee information necessary for GLR to prepare your 2020 W-2 forms as well as applicable Forms 941, 941N, 943's etc. The W-2 forms cannot be completed without all information present on the below detail, as well as information regarding any payroll deposits made during the year.

*If you are required to file quarterly reports including the 941, 941N, state unemployment or federal unemployment, we request copies of these forms filed for 2020 prior to our commencing with the W-2 preparation. We will use these reports to ensure correct matching between the quarterly reports and the annual forms and/or 4th quarter reports. The deadline for the completion of these forms is **January 31, 2021**. Please also complete the section on payroll deposit to ensure accurate completion of quarterly forms.*

Federal Payroll Deposits

Quarterly State Payroll Deposits (paid w/ 941N)

Date Paid	Amount	Tax Period
Example: 02/15/20	350	January, 2020
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

Date Paid	Amount	Period
_____	_____	1st Qtr
_____	_____	2nd Qtr
_____	_____	3rd Qtr
_____	_____	4th Qtr

Do You Provide employees with a meals and housing allowance?
 Yes No

Did you receive a PPP loan in 2020?
 Yes No

Did you pay sick wages in regards to COVID?
 Yes No If "Yes", please provide details

EMPLOYEE	FED GROSS	SS GROSS	SS/MED WH	FED WH	ST WH	NET PAY
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Name _____	_____	_____	_____	_____	_____	_____
EIN/SSN _____	_____	_____	_____	_____	_____	_____
Address _____	_____	_____	_____	_____	_____	_____
City, ST, Zip _____	_____	_____	_____	_____	_____	_____
Name _____	_____	_____	_____	_____	_____	_____
EIN/SSN _____	_____	_____	_____	_____	_____	_____
Address _____	_____	_____	_____	_____	_____	_____
City, ST, Zip _____	_____	_____	_____	_____	_____	_____
Name _____	_____	_____	_____	_____	_____	_____
EIN/SSN _____	_____	_____	_____	_____	_____	_____
Address _____	_____	_____	_____	_____	_____	_____
City, ST, Zip _____	_____	_____	_____	_____	_____	_____
Name _____	_____	_____	_____	_____	_____	_____
EIN/SSN _____	_____	_____	_____	_____	_____	_____
Address _____	_____	_____	_____	_____	_____	_____
City, ST, Zip _____	_____	_____	_____	_____	_____	_____

NOTE> In the "NET PAY" column, please report the total amount that was actually paid to your employee. (The total of checks written to the employee during the year.)

1099 REPORTING INFORMATION

YOUR NAME _____
 YOUR ADDRESS _____

 YOUR EIN OR SSN _____

1099 Reporting Instructions (See reverse side for W-2 reporting)

*This form is to be used to report any contract labor, rents, veterinary services, attorney fees, interest or dividend payments that you paid to any unincorporated entity in 2020, including LLC's. Any payments made to banks, governmental entities and corporations are excluded from this reporting requirement. The 1099 form must be mailed to recipients prior to **January 31, 2021** and non-filing of the required reports results in a \$100 penalty per form not issued, so your attention to this detail is required. See notes below for additional information.*

1099 Reporting	Detail	Type(Please Circle)	Amount
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Name _____
 EIN/SSN _____
 Address _____
 City, ST, Zip _____

Contract Labor
 Rents _____
 Interest
 Dividend
 Veterinary
 Attorney

Name _____
 EIN/SSN _____
 Address _____
 City, ST, Zip _____

Contract Labor
 Rents _____
 Interest
 Dividend
 Veterinary
 Attorney

Name _____
 EIN/SSN _____
 Address _____
 City, ST, Zip _____

Contract Labor
 Rents _____
 Interest
 Dividend
 Veterinary
 Attorney

Name _____
 EIN/SSN _____
 Address _____
 City, ST, Zip _____

Contract Labor
 Rents _____
 Interest
 Dividend
 Veterinary
 Attorney

Name _____
 EIN/SSN _____
 Address _____
 City, ST, Zip _____

Contract Labor
 Rents _____
 Interest
 Dividend
 Veterinary
 Attorney

NOTE: 1-Payments made to truckers for freight are excluded from the 1099 reporting requirements.

2-Any contract labor (including parts or materials), attorney fees (including pmts to corporations), or rent payments equal to or in excess of \$600.00 must be issued a 1099.

3-Any interest or dividends paid to individuals or LLC's in excess of \$10 must be reported on a 1099.