

# You Are Incorporated!!

## What to do now:

If you had a S-Corp set up your very first step is to file the IRS 2553 Form. You received this form along with instructions in the email JP<sup>2</sup> sent you. If this form isn't filed in a timely manner you will become a normal corporation instead of a S-corporation.

If you had a LLC set up you may still choose to file the IRS 2553 form. Consult your accountant to determine the best tax designation for your LLC.

Watch for information that will come in the mail from the IRS and the State of Utah. Many of the documents you will receive in the mail are difficult to replace if lost, but crucial in preparing your taxes at the end of this year.

You are a business now and are no longer operating as a sole-proprietor. If you are working for a company as an independent contractor fill out a new W9 with your new company's info, and get it into the hands of your employer's HR department. This will allow your employer to begin to send your checks and other tax related documents to you in the name of your business.

Open a small business checking account. U.S. Bank and Chase Bank are excellent choices. Wells Fargo is a very large bank but often requires a business license in order to open a business account. Depending on the type of business you are operating Utah may or may not require by law that you have a business license; so don't feel obligated to obtain one. Once you have opened your business account; deposit all of your income from your 10-99 employer(s) into that account. When you need that money for personal expenses take it out in cash withdrawals.

Keep track of all your un-taxable income. Or in other words keep track of all your potential deductions. We recommend using an excel spreadsheet to keep track of the following and a blank template is available on our site:

- Non-Reimbursed Mileage
- Non-Reimbursed Business Meals
- Cell Phone Bills
- Internet Bills
- All other expenses that enable you to work or operate in your area of work

Find an accountant or CPA that you feel you can trust to prepare your tax returns at the end of this year. Contact them before the year is over to begin preparation for your taxes.

Call us with any questions that you have at all. We are always here to assist you.

Sincerely,

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