



January 15, 2024

It's 2024! Happy New Year! These tax seasons keep coming faster and faster! 2023 was a good year for our team and I want to say THANK YOU to each one of our clients that helped make our year a success! We hope 2023 brought you health, happiness, and prosperity. That's not always the case, we realize, especially in today's uncertain times. We so much appreciate the trust you put in us regarding your financial well-being.

We are going to be releasing a series of videos soon discussing our launch into long-term tax planning. Not only do we want to continue to do the annual compliance work, but we want to start working with each of you to plan for taxes in the future. We don't have a crystal ball, but we can certainly make some good assumptions to help you keep more of what you earn not only today, but into the future.

**Here are the Most Important DEADLINE Dates for this Year:**

- **January 31, 2024: 1099 deadline for BUSINESSES that file 1099s Please tell us ASAP if you need 1099s.**
- **February 1, 2024: BUSINESS Due Date for your Information to be our office**
- **March 1, 2024: Due Date for Personal Information to be our Office - Canopy or Drop Off**
- March 15, 2024: IRS BUSINESS Tax Deadline
- April 15, 2024: IRS PERSONAL Tax Deadline
- September 16, 2024: FINAL IRS BUSINESS tax deadline after extensions
- October 15, 2024: FINAL IRS INDIVIDUAL tax deadline after extensions

**For information received later than March 1, 2024, an extension will be filed, and your return will be completed as soon as possible. Tax must be paid with the extension to avoid IRS penalties if you expect to owe tax when we file.**

**YOU MUST CONTACT US PRIOR TO MARCH 30 IF YOU NEED HELP CALCULATING THE AMOUNT DUE WITH YOUR EXTENSION.**

**If You Know You Plan to File an Extension:**

- Contact Our Office Today!
- Tax Must Be Paid with the Extension to Avoid IRS Penalties if you expect to owe tax when we file

**2023 Tax Organizer**

- Helps You Gather & Organize your Documents
- Complete Listing of Items We Need to Prepare Your Tax Return

Contact us at [info@adowningcpa.com](mailto:info@adowningcpa.com) to request an Organizer. If you are a new client, we can also send you a blank organizer.

## 2024 Engagement Letter

- MUST be signed for us to prepare your Tax return
- Outlines the Terms of Our Agreement
- Given When You Drop Off Your 2023 Tax Information
- Receive Electronically with Your Tax Organizer

## Client Communication and Tax Planning

We will call you after your return is complete with questions and tax planning opportunities. However, due to the high volume of work we do during that time, tax planning opportunity discussions are limited. We will have tax planning appointments throughout the year.

## 2024 Pricing

There may be a slight price increase (no more than 10%) on your 2023 tax return preparation fee. It may be higher than 10% if your tax circumstances changed.

Additional time for work provided by a CPA is \$250 an hour, by an EA is \$150 an hour, and by a bookkeeper is \$100 an hour, billed in ¼ hour increments. Please note: This will now include all IRS correspondence received throughout the year.

## Office Communication

- Please call the office to schedule a 15 minute call for tax questions. E-mail is getting lost in the shuffle.
- If you do send an e-mail, please email the person you are addressing as well as [info@adowningcpa.com](mailto:info@adowningcpa.com).
- Please use our Client Portal for all tax documents and sensitive information.

Once again, we appreciate you choosing to work with Alesa Downing, CPA PLLC. It is our goal each year to make your experience efficient and stress-free. If that is not the case, please let us know immediately so that we can make it right. As I always say...***your numbers matter, you matter more.***

Sincerely,

Alesa and Our Team

## ADDITIONAL INFORMATION FOR SPECIFIC CLIENTS

### Additional Documents Required

#### If You Take the

- Earned Income Credit
- Child Tax Credit
- American Opportunity Tax Credit
- File As Head of Household Status with a Qualifying Child

You must have one or more of the following documents that show the child's address is your address. If your child's other parent does not currently live with you, YOU MUST PROVIDE one or more of these documents to our office for documentation of the address of the child:

- School or Daycare Records or Statement
- Medical Records or Health Care Provider Statement
- Social Service Records
- 1098-T (Required from Child's College For American Opportunity Credit)

#### If You Are a Schedule C Business:

- Send In Profit & Loss Statement (Income & Expenses) By **February 1, 2024**
- Qualified Business Income Deduction Requires Valid Numbers
- Stringent Review Implemented

#### 1099s

Let us know if you want us to prepare your 1099s!

- Issue Deadline: January 31, 2023
- For Vendors Paid \$600 or More
- \$25 per 1099 and/or hourly Bookkeeping rate
- Send Us
  - Payee Name
  - Payee Address
  - EIN # (Or Social Security #) on a copy of the vendors' W-9
  - Total Amount You Paid to each vendor in 2023