

2024 Service Calendar & Important Financial Dates

First Quarter

- **Tax Summary Letter:** A letter providing you with a summary of all tax-related transactions, we have record of, and that occurred in the previous tax year. This letter serves as a reference when filing your taxes in the current year.
- **Required Minimum Distributions (RMDs):** We calculate RMD amounts based on IRS life expectancy tables and account values as of December 31st. We set up distributions based on your cash flow needs (monthly, quarterly, annually).
- **Qualified Charitable Distributions (QCDs):** In conjunction with you, we determine whether QCDs are appropriate for your situation. We execute these types of distributions first so you're able to realize the related tax benefits.
- **Retirement Plan Contribution Optimization:** We review your retirement plan, IRA, and self-employment plans to ensure they are optimized for your specific cash flow and tax situation. We will make recommendations where appropriate.
- **IRA Planning:** We review your Traditional IRA account balances to identify future potential tax issues and tax savings opportunities. If appropriate, we will recommend IRA distribution and/or conversion strategies to maximize your lifetime tax savings.
- **Update income, expenses, benefits, and cash levels:** We request this information to update your financial plan and to alert us of any potentially new planning opportunities on your behalf.

Important Dates

- **January 16:** Due date for estimated quarterly tax payments

- **March 15:** Deadline for partnership and S-corporation tax returns on a calendar year unless an extension is filed.

Second Quarter

- **Tax Return Review & Analysis:** We perform a comprehensive analysis of your tax return and provide you with a summary report highlighting key figures. This report is the basis for our more extensive financial and tax planning.
- **Financial Plan Updates:** Based on any incrementally new information we receive, we will update your financial plan and provide you with a summary showing progress towards your goals along with any new recommendations.
- **Spring Review Meetings:** We hold client review meetings in May to review your financial plan and the progress being made towards your goals. We also identify and address your financial concerns.

Important Dates

- **April 1:** Due date for your first required minimum distribution (RMD) if you started RMDs in 2023.
- **April 15:** Due date for estimated quarter tax payments
- **April 15:** Your individual tax return must be filed by April 15. It's also the last day you can make a 2023 contribution to your IRA and Health Savings Account.

Third Quarter

- **Ongoing Tax Return Review & Analysis:** If we haven't received a copy of your previous year's tax return, we will request it again so we can perform our comprehensive review and analysis of your tax return. This

analysis provides us with important incremental information in our ongoing financial and tax planning on your behalf.

- **Ongoing Financial Plan Updates:** We update your financial plan based on any new information obtained in our spring review meeting with you.
- **Estate Plan Review:** We review your estate plan documents and beneficiary designations to ensure they are aligned with your personal wishes and financial plan. We provide you with a report of our review highlighting important opportunities and risks, including gifting, estate tax, and charitable giving considerations.
- **Insurance Review:** As part of our financial planning and risk management efforts on your behalf, we review your life, health, long-term care, and property and casualty insurance policies. The review of these policies enables us to evaluate if you are properly protected and your policies are in sync with your needs and goals.

Important Date

September 16: Due date for estimated quarterly tax payments.

Fourth Quarter

- **Final Tax Review & Analysis:** We make our final request for your prior year tax return if we haven't received it. We will conclude all tax analysis before the end of the current year.
- **Fall Review Meetings:** We hold client review meetings in October to review your financial plan and the progress being made towards your goals. We also identify and address your financial concerns.
- **Year-End Tax Planning:** We evaluate potential tax savings you can take advantage of prior to year-end.

- **RMD Review:** We double check to make sure you took the necessary distribution to comply with IRS requirements.
- **Roth Planning:** We analyze your Traditional IRA account values and current year expected income levels to identify optimal Roth conversion amounts for the current year and develop multiyear conversion strategies, where appropriate. Additionally, we will evaluate and recommend a backdoor Roth conversion strategy, if appropriate for your situation.

Important Dates

- **October 1:** The Free Application for Federal Student Aid (FAFSA) opens.
- **October 15:** The enrollment period to sign up for Medicare coverage opens. It closes on December 7.
- **October 15:** Deadline for any extension filed with IRS.
- **December 31:** Required minimum distributions must be taken by this date.