

MM Tax Service, Inc.

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To our valued clients:

The 2024 tax filing season is just weeks away and we are preparing to make the upcoming busy time run as smoothly and efficiently as possible. This letter and the documents provided will hopefully 1) answer most of your general questions 2) help you gather your tax information for us and 3) inform and remind you of our tax season processes.

Tax documents can be sent electronically, dropped off or mailed to us. Appointments to drop off your tax information are rarely necessary. Details on submitting your tax documents, and other important information is included on our 2024 Tax Season Information document.

Deadline. The deadline for filing personal returns is April 15, 2025. Please submit your information to us as soon as you receive all of your tax documents. We process personal tax returns in the order received, regardless of complexity and our turn-around time is typically three weeks. We need your documentation and any questions answered by March 21, 2025, to try and complete your personal income tax return by the April 15th deadline. If we receive your information and/or answers after March 21st, we may have to put your individual tax return on extension.

Fees. Because our costs continue to increase each year, tax preparation fees will continue to increase. Most tax preparation fees will increase by \$10 to \$25; more if there is a change in the complexity or amount of time needed to finish your tax return. When your tax return is finished, our invoice will be given to you along with a copy of your completed tax return and the e-file authorization. You are required to sign the authorization and pay your invoice before we electronically file your tax return.

Required Documents. The following items are important to our tax season process and should be reviewed and signed or completed as appropriate when you submit your tax documents to us. The documents can be found at <https://mmtaxinc.com/> along with various tax organizers that may aid you in gathering your tax information.

- Review and sign the 2024 Individual Tax Preparation Engagement Letter
- Complete the 2024 Client Questionnaire
- Read through the 2024 Tax Season Information document

We have mailed paper copies of the required documents to those clients we remember requesting them in the past. If you need paper copies and have not received them, please let us know and we will mail them to you.

Please visit us at mmtaxinc.com to pay invoices, send files securely & more

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Extensions. If you wish for us to file an extension for you, please contact us to let us know. It is difficult to make time during the last few weeks of tax season to contact clients who have not submitted their tax information yet and we cannot automatically file an extension without hearing from you.

Contact Us. Please be sure to read the 2024 Tax Season Information as it may answer any questions you might have. If you have any other questions, please contact us.

Also, please note that we no longer have the option to text clients from our office phone, so please do not send texts to the office phone number unless we specifically ask that you do so.

We look forward to serving you again this year.

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