

Scott Olson CPA, LLC

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January 2021

Dear Valued Client,

What a year! Tax rules and requirements have changed and changed and changed again. We continue working hard to provide up to date information to help your business. Due to the continued and last-minute changes, this tax season is already off to an interesting start. We are learning new tax laws on the fly and many details are not yet released. We anticipate it to be another incredibly busy year.

In an effort to be as efficient and as organized as possible, please review this letter and the attachments. Assemble all of the information that pertains to your business; we will need this to complete your year-end financial statements and tax returns. **It is imperative that all information be provided timely and completely as additional follow up requests will result in additional charges.**

Enclosed:

- *Depreciation Schedule:* Please review the schedule for any changes. Provide copies of receipts for any purchases and/or dispositions. Also review for any assets that you have scrapped or are not in use. BOTH your personal property tax return as well as your income tax return are affected by this information
- *Business Checklist:* Please complete the checklist and attach any information that pertains to your business.
 - PPP – if you received a Payroll Protection Program loan please note on checklist if it has been forgiven. If so provide a copy of forgiveness documentation.

W-2s and 1099s MUST be filed with the IRS by February 1, 2021. **If our office will prepare your year-end payroll and/or 1099's, we must receive your information by Friday, January 15.** If we receive your information after this deadline we will not guarantee timely processing and additional charges will incur.

If you have any questions, please feel free to contact me. Thank you for your continued business and I look forward to meeting with you soon.

Sincerely,
Scott Olson
Scott Olson, CPA, LLC

Enclosures