

Scott Olson CPA, LLC

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January 2023

Dear Valued Client,

Another year of uncertainty behind us! Thank you for trusting us with your business as we have worked hard to navigate the many changes of the last few years. We anticipate it to be another incredibly busy year! We ask for your cooperation in gathering all requested information so that we can be as efficient as possible.

It is imperative that all information be provided timely and completely as additional follow up requests will result in additional charges.

Enclosed (provide by Friday Jan 27 2023):

- *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.

W-2s and 1099s MUST be filed with the IRS by January 31, 2023. **If our office will prepare your year-end payroll and/or 1099's, we must receive your information by Friday, January 13.** If we receive your information after this deadline we will not guarantee timely processing and a minimum \$100 additional RUSH charge 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