January 20, 2025

Dear Individual Tax Clients,

We hope this correspondence finds you healthy and well. We are ready for the 2024 tax season and would like to remind you on our firm's tax season process; we have summarized a few important topics and updates in this letter.

WHAT YOU NEED TO KNOW ABOUT THIS TAX SEASON

The tax filing deadline this year, without extension, is Tuesday, April 15, 2025. We strongly urge you to get us your information as soon as possible. Engagements for individual returns will be sent out the week of February 3, 2025 to existing clients.

Attached is a generic tax organizer which will help you organize your tax information. The tax organizer is a guide that you can reference to remind you of information required to complete your tax return. It is preferred to use the customized online portal option which will be emailed to you the week of February 3, 2025.

There are several ways to safely provide your tax documents to us. Information may be mailed to our office, personally dropped off, or e-mailed to our office manager, Douglas@CPARejoyce.com. If you choose to e-mail your information, please note your name in the subject line and take steps to ensure cyber security (i.e. password protecting documents, etc.).

FEES
Our fees for tax preparation are based on the complexity of the return and the time it takes to prepare/file it. Last year our fees were not increased, however, our costs increased. We are increasing fees this year on individual tax returns. The cost of software has increased, sadly leaving us no choice (having searched other options, we are still using the most cost-effective option).

The increase over last year is $50 to $100. Each engagement's price is tailored to your specific tax forms needed for your return.

We accept major credit cards, personal checks, cash, Venmo, and Cash App. Fees are collected 50% upfront when you sign your engagement letter and 50% upon completion of your return. We will not start work on your return until we have both a signed engagement letter and 50% of the tax preparation fee.

APPOINTMENTS

If you have any detailed questions or would like to meet with us to discuss any new or unusual circumstances, please email Douglas@CPARejoyce.com to set-up a virtual or face-to-face meeting. Note that there are a limited number of appointments during this time frame, so please schedule early.

If you have any questions, please let us know. A satisfied client is our most valuable asset. Your recommendation to an associate, friend or family member is more significant than any advertisement. We sincerely appreciate your patronage and as always, we strive to provide you with professional and efficient service.

We look forward to seeing you in 2025. If you have any questions regarding this letter or our services, please do not hesitate to call.

Sincerely,

Rejoyce Lunceford, CPA

BENEFICIAL OWNERSHIP INFORMATION – Businesses who have registered with a state should be aware of “BOI”.

The US Department of the Treasury, FINCEN, Financial Crimes Enforcement Network (www.fincen.gov) has mandated additional filing requirements for businesses in the US. If you would like me to file the information on your behalf, a separate engagement will need to be signed.

If you have complex ownership structures, it is recommended to seek out the assistance of a licensed attorney to complete this requirement.

As of the date of this letter, the filing requirement is voluntary. The Supreme Court rejected the DOJ attempt to enforce on January 10, 2025. Please look out for updates on our website, www.CPARejoyce.com under blogs.

Please provide the following Tax documents needed to prepare your return

- ☐ W2
- ☐ 1099-DIV
- ☐ 1099R
- ☐ Taxpayer's RRB-1099
- ☐ Taxpayer's SSA-1099
- ☐ 1099-Misc
- ☐ 1099-B
- ☐ K-1 Scorp
- ☐ 1098 Home Mortgage
- ☐ 1099-INT
- ☐ 1099-Comp
- ☐ W2G
- ☐ Spouse's RRB-1099
- ☐ Spouse's SSA-1099
- ☐ 1099-Q
- ☐ K-1 Partnerships
- ☐ K-1 Trusts
- ☐ 1099-G Unemployment Compensation

Please provide the following information needed to prepare your tax return

- ☐ What is your current address?__________
- ☐ Did your marital status change before 12/31/2018?__________
- ☐ Were there any changes in dependents?__________
- ☐ Did you have any child or dependency care expenses? Please include care provider's name, address, SSN, and amount.__________
- ☐ Did you buy or sell stocks, mutual funds, bonds, or other investment properties?__________
- ☐ Did you buy, sell, or refinance your home?__________
- ☐ Did you donate money, clothes, cars, or stock?__________
- ☐ Did you incur any tuition or continuing education expenses?__________
- ☐ Did you receive a distribution from or make a contribution to a retirement plan (401(k), IRA, etc.)?__________
- ☐ Did you and your dependents have health care coverage for the full-year?__________
- ☐ Did you receive any of the following IRS documents? Form 1095-A, 1095-B, or Form 1095-C? If so, please send.__
- ☐ For direct deposit, please provide your bank name, routing number, and account number?__________
- ☐ Do you want to electronically file your tax return?__________
- ☐ Please list any questions or other concerns you might have.__________

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