



To our client:

It's Tax Season!

We hope you had a great holiday season and start to the new year. Now it's time to get prepared for filing 2023 tax returns! There are a few changes this year at our office, and the IRS, as always, has been making changes as well. Here are some important reminders and updates for this tax season.

**Deadlines:**

<u>Return Type:</u>	<u>Filing and Payment Deadline:</u>
Corporate Federal Tax Return	March 15
Individual Tax Return	April 15
TX Franchise Tax Return/Public Information Report	May 15

- Our office must receive all tax documents at least 20 days prior to the deadline in order to file your return on time. If we do not have all the required documents by this date, an extension may automatically be filed for you.
- **Reminder: all tax payments are due on the deadline!** Filing an extension only extends time to file, not time to pay. Penalties and interest will accrue on tax that is not paid before the deadline.

**Extension Filing:**

As a courtesy, we will attempt to file extensions for all tax returns that are not filed as of one week prior to the deadline. To ensure an extension has been filed on your behalf, please contact our office.

Please contact us at least 3 weeks before the deadline if you need to discuss making an estimated tax payment with your extension. We will default to filing all extensions with \$0 estimated tax balance due since we file them automatically.

**Regulation Changes:**

As you may be aware, the IRS is adding 50,000 new agents and is becoming more aggressive in enforcing tax compliance. This applies to you as the taxpayer and to us as a firm. We are responding to this shift in various ways. This may include us asking you for more documentation, asking you more questions, and changes made to our overall procedures in preparing tax returns. We understand some of these procedures may be different than previous years, but we must be thorough to ensure compliance with all regulations and requirements. We thank you for your understanding and cooperation.



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## **IRS.gov Account:**

If you do not already have an account with the IRS, we highly recommend you go to <https://www.irs.gov/your-account> and create one. This IRS account will allow you to access important information regarding your tax returns. Having this account is also helpful to us in case we ever need to assist you with an IRS issue. If you would like assistance in creating this account, please contact our office.

## **Electronic Tax Payments:**

Over the past few years, we have seen many issues with the IRS properly processing tax payments made by check. As a response, we will be encouraging all tax payments be made electronically. This can be done by direct debit upon filing your tax return or online by ACH or credit card payment. Utilizing these payment methods reduces IRS processing times, decreases payment application errors, and improves record-keeping of tax payments made. We will discuss these payment methods with you when we complete your tax return if you owe.

## **Changes to Your Information:**

It is important to keep your tax situation and information updated with us. An easy way to inform us of any important changes to your situation is to complete a tax organizer. Please contact our office if you would like to be sent an organizer.

Some examples of important changes that may have occurred since your last tax return include:

- New address, phone numbers, or email addresses
- Changes to filing status
- Changes to dependents
- New bank account for tax payments or refunds
- The opening of a new business

Please note: any return that is rejected by the IRS due to issues with information changes that our office was not properly informed about may result in additional charges for the reworking and refiling of the tax return. Please confirm the information on your tax return is correct before we file it!

## **Providing Your Tax Documents:**

There are a few ways you can get your tax documents to us:

- **Online Portal:** <https://matthanleycpa.securefilepro.com/>  
You may upload scanned documents or photos of your documents to our secure online portal. PDF, Word, and Excel are preferred formats. Photos must be legible, not blurry, and capture the entire document.
- **Drop Off:** You may drop documents off at our office. We are open 8am – 5pm, Monday - Friday.
- **Mail:** You may mail documents to our office.



# MATT HANLEY CPA

## Our Staff:

These are the current members of our office staff. Any of us may contact you throughout the preparation of your tax return to confirm or obtain information, documents, or signatures.

- **Matt Hanley, CPA:** Firm Owner
- **Larysa Malinoff, EA:** Tax Manager
- **Emily Hatter:** Staff Accountant
- **Kerynn Sizemore:** Staff Accountant
- **Elizabeta Smith:** Office Coordinator
- **Michelle Henderson:** Office Receptionist

We look forward to working with you again this year! Thank you for your business, and we appreciate your understanding of these changes. If you have any questions or concerns, please contact our office at **903-465-8788** or **info@matthanleycpa.com**.

Thank you,

A handwritten signature in blue ink that reads "Matt A. Hanley, CPA".

Matt A. Hanley, CPA

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