



**OLSON & ASSOCIATES LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

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December 2025

Dear Client,

As we close the book on 2025 we ask that you provide some important information. Your cooperation is vital to ensure your year end accounting and tax returns can be prepared without delay during this very busy time of year. We'd like to thank you for trusting us with your business.

Many of our clients love the portal, but we understand it is not for everyone. If that is you, we are happy to provide or receive any of the below information the old fashion way! Email, drop off, even fax are all options (but seriously...please don't fax ;). For those who prefer everything on your phone, we encourage you to download the Tax Dome app.

**Your Homework:**

**By Friday January 9:**

- **If our office will prepare your W2s and/or 1099's, we must receive your information by Friday, January 9.** After this deadline, we will not guarantee timely processing, and/or a minimum \$100 additional RUSH charge will incur. W-2s and 1099s MUST be filed with the IRS by January 31, 2026.

**By Friday Jan 23, 2026:**

- **Business Year End Checklist 2025**- You will receive a link. **It is only 5 questions.**
- **2026 Accounting Authorization Form**- You will receive a link. If we are completing any work during the 2026 tax year **we MUST have this form signed first.**
- **Review Depreciation Schedule (select clients only)** : IF you receive notification that a depreciation schedule was shared in your "Firm Shared Docs folder", it is your responsibility review for any changes. Provide copies of receipts for any purchases and/or dispositions. Also note any assets that you have scrapped or are not in use. **Your income tax return is affected by this information.**
- **EFT Agreement (select clients only)** - If you are a payroll client or pay your invoice(s) via EFT you will receive notification for an updated EFT signature. If you are not an eft client and would like to be, let us know.
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Please note that on July 4<sup>th</sup>, 2025, the One Big, Beautiful Bill Act was signed into law, and with it comes many new tax provisions that may affect you and your business. This includes the new "no tax on tips" and "no tax on overtime" tax deductions. **If our office will NOT be preparing your**

**W-2s or 1099's, please include your last pay stub of the 2025 tax year** when providing your individual tax documentation. We will need this to determine any qualified overtime or tips earned over the course of the year.

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

Final reminder, when we complete any business tax return, or a Sch C or Sch E, we are required by the IRS and AICPA to have complete and accurate financial statements in advance of tax return preparation. In many instances this means that our team must adjust or complete bookkeeping prior to preparing the return. This is the reason certain clients see a bookkeeping fee, as well as a tax return fee on your invoice.

If you have any questions, please feel free to contact us. Wishing you a peaceful and safe 2026!  
Sincerely,

**Scott Olson and Team**  
Olson & Associates LLC