



**OLSON & ASSOCIATES LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

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December 2024

Dear Valued Client,

We'd like to thank you for trusting us with your business. In 2025 you will notice we've changed our name to Olson & Associates. We are still the same team! Our updated name is intended to better reflect the group of professionals within our office. As always, it is our goal to be your valued partner and trusted advisor.

There has been some confusion over the new Corporate Transparency Act (CTA) which requires all companies created in the US to complete a BOI (Beneficial Ownership Information) filing. This legislation was shortly paused but is now fully in effect, with a new deadline of January 13, 2025. Because January is already a very busy month for this office, **we need to be advised no later than December 31, 2024 if you would like our assistance with BOI filing.** Please note, going forward this legislation requires all new companies to complete BOI filing no more than 30 days after creation.

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 24, 2025):**

- *Depreciation Schedule:* Please review the schedule 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.**
- *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, 2025. **If our office will prepare your year-end payroll and/or 1099's, we must receive your information by Friday, January 10.** 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 us.

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

[www.olson-cpa.com](http://www.olson-cpa.com)

Enclosures