



LEV AND BUNZEY, LLC

ACCOUNTING AND TAX SERVICES

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PRINCIPAL

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Dear Client:

As we start to head into another tax season, we would like to thank you for your continued support and confidence with our accounting and tax services. Most of you have trusted our firm for several years, even decades. We look forward to continuing our relationship.

There are a few new business filing requirements you need to be aware of as well as the prior deadlines and election filing deadlines listed below:

- New Federal Reporting Requirement for **Beneficial Ownership Information (BOI) reports accepted starting January 1, 2024**. The BOI reports information about the beneficial owner of the company, i.e., the individuals who ultimately own or control the company. This information is reported to the US Department of Treasury's Financial Crimes Enforcement Network (FinCEN). There are a few exceptions to the reporting companies, but most of you will be required to file the report.
 - See attached brochure regarding the timeline for filing deadlines.
 - This report is mandated and the penalties for noncompliance are severe. We encourage all required businesses to file the report.
 - To check filing requirements and to file the report go to the FinCen's website at **fincen.gov/boi**. The website has a Small Entity Compliance guide which can aid you with any questions. If you need assistance or have questions if this mandate applies to your company, please reach out to us.
 - If there is any change to the required information about your company or its beneficial owners in a BOI report that your company filed, your company must file an updated BOI report no later than 30 days after the date on which the change occurred. The same 30-day timeline applies to changes in information submitted by an individual in order to obtain a FINCEN identifier. Please refer to the small business compliance guide located on the website for more details.
 - Trusts are also required to file the BOI report unless exempt as a Charitable Trust or Split Interest Trust.
- For entities who file the **NYS Pass-Thru Entity Tax** the deadline is **March 15, 2024**, for 2024 elections. This is an annual election that can save your Partnership or S-Corporation tax. If you need assistance and would like us to help you file the election, please let us know.
- Form W-2 and W-3 forms to the Employee and the Federal government are **due by January 31, 2024**.

- Form 1099-NEC are **due to the recipient and to the IRS by January 31, 2024**. You are required to file and report on Form 1099-NEC payments you paid out to anyone who provided a service to you, you paid them \$600 or more in a calendar year and they are NOT a Corporation. (Payments of more than \$600 in non-employee compensation, including independent contractors, attorneys, and golden parachute payments, will be reported on Form 1099-NEC, box 1).
- Form 1099-Misc and 1099's for interest, rent, etc. are **due to the recipient by January 31, 2024 and to the IRS by February 28, 2024**.
- NY Limited Liability Companies (LLC's) and Limited Liability Partnerships (LLP's) are required to file an annual form, IT-204-LL. This form must be filed, and the annual filing **fee must be paid by March 15, 2024**. This form can be filed anytime from now till March 15th directly with NYS Department of Tax and Finance. You will need to login under your employer account to file this form. We may have already reached out to you regarding this form. If not, we would be happy to assist you with any questions on filing this form or if you would like us to file the form for you, please contact the office.
- Another reminder, **NYS minimum wage rates increased 12/31/23 to \$15.00** for employers except ones located in NYC, Long Island, and Westchester (call for rates in these locations, if needed), Increases were made for tipped employees as well as for fast food employees. For employees located in additional states, there may be possible minimum wage rate increases as well. Check with your state department of labor for current rates. **New York's salary threshold for Executive and Administrative Exemptions increased on December 31, 2023. For employers outside NYC, Nassau, Suffolk, and Westchester Counties the minimum per week is \$1,124.20.** NYS DOL website has a chart which summarizes these thresholds.

IRS recently announced **changes for employers who sponsor 401(k) or 403(b) plans:**

- New Long Term, Part Time Employee rules start **effective January 1, 2024**.
- **Beginning after December 31, 2023**, sponsors (employers) **must automatically enroll** employees in plans once they become eligible to participate in the plan. The amount cannot be any less than 3% of salary, and no more than 10%. The amount of employee contributions is increased by one percent every year after automatic enrollment, up to a maximum contribution of 10%.
 - **Employees can opt out** of automatic enrollment if they choose.
 - **Exceptions** to the automatic enrollment requirement provides that a business with 10 or fewer employees, businesses that have been in existence for less than three years, SIMPLE 401(k) plans, church plans, and government plans are not subject to the automatic enrollment requirement.
- Plans will be **required to have a Roth account added to the plans**. This required provision will not be in effect until January 1, 2026. More guidance is expected to come out. Please talk to your plan administrators.

Reminder, NYS has a mandate requiring businesses to have a retirement plan in place for those of you with 10 or more employees. If you need assistance or have questions if this mandate applies to you, please reach out to us.

Also, if you plan on changing your payroll service provider, please contact our office first as we can give you suggestions to minimize the costs associated with the transition.

If you are using QuickBooks or other accounting software, remember to back up your file regularly and if you use a USB stick, alternate between two or three of them.

You may email, mail or drop off your tax information anytime during our regular office hours, Monday through Friday or email us at info@levandbunzey.com. For late drop-offs or quick stops, feel free to use our secure drop box located outside in the circle, in front of our building. If you would like to upload your documents, contact us for a secure ShareFile link to upload your documents.

Filing Due Dates –if date falls on a weekend or holiday, the return is due the next business day*. Please try and drop off your information as soon as possible to help us meet the deadlines.

Tax Return	Return Due	Extensions	2023-December 31, Year End Return Due Dates
Form 1065: Partnership/LLC	15 th day of third month following close of tax year	Six month extension is available	Due March 15, 2024
Form 1120: Corporation	15 th day of fourth (third if 6/30 FY) month following close of tax year	Six month extension for current year (seven if 6/30 FY; six if other FY)	Due April 15, 2024
Form 1120S: S- Corporation	15 th day of third month following close of tax year	Six month extension is available	Due March 15, 2024
Schedule C, Form 1040	15 th day of fourth month following close of tax year	Six month extension is available	Due April 15, 2024

If you would like a list of items needed for us to prepare your returns or need assistance with your accounting software, please drop us a quick email or contact us at (518) 489-8560.

We appreciate your business and look forward to meeting your tax and accounting needs in the future. Our best wishes for a healthy and successful New Year.

Lev and Bunzey, LLC