

January 01, 2018

To Our Returning and New Clients:

We appreciate the opportunity to work with you this year and to advise you regarding your income tax obligation for the tax year 2017. Enclosed is our short tax organizer. If you prefer something that offers more detail, especially if you're new to our firm, you can obtain a more detailed organizer from our website listed above.

Many taxpayers have inquired about the new tax legislation. There will not be any impact from those changes for the 2017 tax filing season.

For the 2017 tax season filing, the IRS is requiring all taxpayers to provide personal identification to their tax preparers. This new policy has been established in an attempt to further reduce tax identity fraud. The identification must be in the form of a state issued drivers license or a state issued ID. Also acceptable is a military ID, passport, green card or visa. If no ID is available or the taxpayer declines to provide ID, the tax return must be paper filed.

As more accuracy burdens are placed on tax preparers, it is essential that you, the taxpayer, provide us with as much income and deduction documentation, as you can, to support your tax return. Please understand that we are not auditing you, that is not our responsibility. We are only concerned with making sure that we have a complete understanding of the income and deductions you claim on your tax return. We will always work, to the best of our ability, to maximize all the deductions that are legally available to you. If you are entitled to any of the following tax credits, be prepared to provide us with the following information...

Earned Income Tax Credit—Medical or school records which indicate that the child you're claiming for a credit, resides at the same address as you do.

Child Tax Credit—Medical or school records which indicate that the child you're claiming for a credit, resides at the same address as you do.

Education Tax Credits—Form 1098T from the college the student attends and the financial aid report from the college which details what was actually paid. Receipts for expenses paid are also encouraged to support the credit.

All taxpayers are required to electronically file their tax returns. If you have a reason for not filing electronically, you will have to declare your reason for paper filing your tax return. You also have the option of having your refunds direct deposited into a checking or savings account. If you prefer the direct deposit method of receiving your refunds, which is faster and safer, please let us know prior to completing your tax returns and provide us with the direct deposit information or leave with us a voided check.

It is important to remember that if you have a balance due to the IRS or state taxing agency, the tax is due by the April tax deadline. **Extending your tax return DOES NOT extend the tax payment.** If your payment is made after the April deadline, expect to receive a bill from the taxing agencies for interest and late payment penalties. You may also be assessed a penalty for not making proper estimated tax payments, depending on the balance you owe the IRS at the completion of your tax return.

IRS regulations require us to obtain your signature on Form 8879, IRS e-file Signature Authorization, prior to electronically filing your tax return. In the past we filed your returns electronically with your verbal authorization. We will no longer support that policy. It is absolutely required that we have a signed Form 8879 from you before we electronically file your return. Also, in some cases, we extended credit to our clients and electronically filed tax returns before receiving payment for our services. Our policy does state that payment for services is expected upon presentation of the tax return and prior to filing the return. We must adhere to this policy unless arrangements are made with us prior to beginning the work on your tax return.

If you have any questions, please don't hesitate to contact us. We can also be reached by text at 404-369-1870.

Thank you for the privilege of serving you.



Mark Bove, AFSP
Tax Accountant

