January 15, 2016

Dear Clients and Friends,

Warmest greetings and Happy New Year! Tax season is upon us and we are looking forward to working with you to make it as painless as possible. Last year we implemented some important processing changes including the option of using a secure portal for sending and receiving tax documents. Many of you took advantage of this and found it was a very efficient way of both submitting your tax documents and receiving your competed returns. If you have not used the portal yet, and would like to give it a try for the current tax year, please email Betsy at ejanzen@mtf-cpa.com .

New this year – we are introducing a personalized tax documents/information check list. Please read it carefully – this will make your tax return preparation experience much easier!

TAX RETURN CHECKLIST

We've enclosed a personalized **2015 Client Organizer Checklist**. It provides you with a list of the source documents and information needed by us to prepare your tax return based on what income and expenses you had last year. Use it to gather and organize the documents needed to complete your 2015 tax returns.

If you take a couple of extra minutes to double-check that you are sending us complete information, it will save a lot of time and you will get your completed tax returns sooner! Many people send in "most" of their documents but a couple of items are left out. Please keep in mind that we will not work on your file until we have all of your documents. Using the checklist is a great way to ensure that you didn't forget anything!

Things do change over a year – so make sure to **note any important changes** as well – for example, if you refinanced – make a note to that effect: "*My mortgage was refinanced in May and we now have a loan through XX Bank".* Did you get a new job in 2015? Did you move, or have a child? Did your student loan get sold to a different lender? Let us know!!

ENGAGEMENT LETTER

We are enclosing your 2015 Engagement Letter. Please sign, date and return it to us by mail, email, portal or fax (978) 646-0053.

APPOINTMENTS & SENDING US YOUR DOCUMENTS

We will continue to limit the number of meetings during tax "crunch time" in order to get your tax returns completed quicker. There are several easy ways to get your tax information to us. As mentioned above, we encourage you to use the secure portal. If you prefer to drop off your documents in person, you may do so at either the Charlestown or Middleton office without an appointment. The Charlestown office is open Monday through Friday 9:00 AM – 5:00 PM. Please call ahead to confirm one of us will be at the office if you want to drop off in Middleton or after-hours in Charlestown.

Plan to send us your complete information as early as possible. Clients who submit their information after **Friday, March 25, 2016** will likely be placed on extension. As always, we will make every effort to complete your tax returns by April 15th but it is much less likely if we do not have all of your information by March 25th.

<u>COMPLETED RETURNS</u>
When your tax returns are ready, we will contact you immediately to coordinate delivery. Placing multiple calls to the office to check the status of your tax returns slows our process down. We appreciate your patience and ask that you keep this type of call to a minimum.

<u>SIGNATURE PAGES AND METHODS OF PAYMENT</u>
If you are filing joint tax returns, both parties must sign the e-file and bank authorization forms. Last year we added the option to pay your tax preparation and other fees via credit or debit card. Payment of your invoice is required at the time of delivery of the completed tax returns. ***Important: We can not submit the electronic files to the IRS and State without signed eFile authorization forms and full payment.***

<u>WHAT DOES IT MEAN TO FILE AN EXTENSION?</u>
Extensions are very common due to the ever increasing complexity of the tax laws. An extension is a form filed with the IRS and the State to request additional ***<u>time</u>*** to file your tax return. The extension period is **6 months,** which extends the due date for submitting your final tax returns from April 15 to October 15. It is common practice for CPAs to set a cut-off date for clients to submit their tax information so that they can plan their workload and ensure all client returns ***<u>and</u>*** extensions are completed by April 15.

If we are going to file an extension for you, I will prepare a tax projection to determine whether or not you owe more tax than you have already paid during the year. If you do, ***<u>a payment is required by April 15 with your extension</u>.*** It is important that we have accurate Bank Account information for you on file in order to ensure that the payments to the IRS and State are made in a timely manner.

As always, we look forward to working with you again this year. Please do not hesitate to contact me, Betsy or Karen at **(617) 242-2345** or **(978) 646-0052** if you have any questions. We appreciate your business and continued support.

Best regards,
Michael

PS – Here is a list of things frequently missed by clients (may not apply to everyone):

- Form 1099-HC or 1095-A (proof of minimum credible medical insurance). These forms are typically mailed out by the insurance companies in early February. This applies to **EVERYONE** unless you are on a government health plan such as Medicare or MA Health.

- Form 1098-Mortgage Interest Statements for all mortgages and home equity lines/loans.

- Form 1098-T (college tuition paid) and/or Form 1098-E (student loan interest paid). For student loan interest, is it for your undergrad or graduate education?

- Did you make any cash or non-cash charitable donations? Did you pay excise tax for your vehicle? Did you pay real estate tax or rent? What about dependent care? Did you buy or sell a property? Do you pay for a monthly or weekly T-Pass that is not a pre-tax payroll deduction? Do you pay tolls to go to work via EZ Pass?

Sending in complete information benefits everyone. Thanks in advance for your cooperation!