

## **Dear Valued Client**

2024 Individual Returns

### **PORTAL SYSTEM:**

For better security and better access to your completed tax returns, you will have an option to use this.

**I will be sending out an Organizer to each individual this year by this portal system. It contains a nice checklist you should fill out or look over to make sure we don't miss anything. If you want to fill out the organizer that would be great, if not, use it as a tool to organize your data! You will get an email from me asking you to sign in to your portal. It will have your user name and if you forgot your password, you can set a new one up. Be sure and save the link and your password**

Please scan your tax data if possible. This will keep your original documents safe. **I am required** to obtain all of your W-2's, 1099's from retirement, interest, dividends and brokers statements from investments, Forms 1095A for health insurance (if you used the exchange), bank Forms 1098 and any other official IRS documents you receive. I would appreciate it if you could upload onto the portal you were sent above. You can also drop off, email or mail them to me or use our secure Dropbox out in front of the office entrance.

### **2024 Changes:**

Again, crypto-currency activity continues to increase, and we need to report any crypto activity, please be sure to provide me with that information.

New credits for home improvements went into effect this year and can provide you with tax benefits. If you installed a new furnace, A/C, boiler, heat pump, water heater, woodstove, windows, doors, insulation, solar or battery storage please be sure to provide me with a copy of the invoice.

Similarly, if you bought a new electric or hybrid car in 2024 please be sure to provide that invoice copy and dealer paperwork as well.

**There was a rule to send out reporting forms (1099K) for veno, pay Pal etc. if you did more than \$5,000. If you receive one of these forms please include with your tax data.**

## A special request to my clients:

I have been so lucky and blessed to be able to work 48 tax seasons, and I plan on doing many more. To enable me to do this, I am requesting your assistance to accomplish this.

I have been adapting to going mostly paper free and working more often remotely. This was an eye opener for me on how many ways I received data. This also led to a lot of lag time between the first batch of information and the final tax information to finish the return. This caused a disconnect between the initial input and the final product. To alleviate this I would like to ask:

- 1) **Please do not send your data a piece at a time, wait until you have a majority of it ready.**
- 2) **Please respond to requests for information within a short period of time, this helps me to wrap up your return without having to revisit the whole project! I will ask for this on my emails, so don't be offended!**
- 3) **I have had difficulty in contacting clients by phone, a majority of you are screening their calls or not available. If you leave a message to leave have me return a call, I will be available between 3 and 5 this busy season.**
- 4) **Use the portal to send your information, or let me know when your data is scanned and ready to send and I will send you a link to upload and get to me! If you wish to use those methods.**

I am honored to have the opportunity to assist you with your tax and financial matters and will continue to do so for the foreseeable future!

Tom Baker CPA

For More Information look on my website:

[www.wmtombakercpa.com](http://www.wmtombakercpa.com)