

## **Dear Valued Client**

### **PORTAL SYSTEM:**

For better security better access to your completed tax returns, I am using a portal system this year. Attached is a separate letter explaining how to use the portal.

**I will be sending out an Organizer to each individual this year by this 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 as I will be sending out your tax returns the same way.**

**The portal system also has the ability to sign the efile sheets electronically. This will be sent in a separate email. You can still print out and sign and return the signature forms the same as past years, but might want to take advantage of this easy new way.**

Please scan your tax data. This will keep me your original documents safe. **I am required** to obtain all of your W-2's, 1099's from retirement, interest, dividends and brokers, Forms 1095 for health insurance, bank Forms 1098 and any other official IRS documents. 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.

### **2023 Changes:**

**Just to emphasize the IRS is looking very hard at Crypto Currency (Bitcoin) and Foreign Accounts. If you have any of these I need to know so we can deal with it. If you have been trading in Bitcoin I need to know. Also let me know if you have foreign accounts or income.**

**For 2023 there is enhanced home and electric credits. Get me a copy of your invoice if you installed a anew furnace, A/C, boiler, heat pump, windows, doors solar etc.**

**Similarly if you bought a new electric or hybrid car in 2023 please include that invoice copy also.**

**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 47 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 don't 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 have me return a call, leave a good time and day for me to return so we don't keep missing each other!**
- 4) **Let me know when your data scanned and ready to send and I will send you a link to upload and get to me!**

As I enter this tax season I would like to request a favor of you. Due to the fact that a lot of my clients returns have gotten more complicated and the tax laws are growing ever more complex. This has made the pressure to file on April 15 more intense. I will need to get your tax data by 3/15/24 to give me more time to prepare these returns. I am looking to extend more returns and If you would like to volunteer to have an extension please let me know ahead of time and we'll make that happen.

This will be of benefit to both you and myself. If we have more time to think about your situation we can perhaps make better decisions without the pressure of the April 15 deadline. I will make sure a valid extension is filed and appropriate tax deposits suggested.

Looking forward to an exciting tax season!

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)

