

January 10, 2024

Dear Valued Client,

We wish you a Happy and Healthy New Year 2024! That means income tax time is just around the corner...

We are anticipating a very busy tax season, so we are suggesting that you get your tax information into our office as early as possible. Also, we are encouraging our clients to drop off their documents once they have received the **majority** of their tax forms. It is easier to enter the information from a brokerage statement or a K-1 on April 1st than it is to prepare the entire tax return.

We are advising all tax preparation clients that there will be an increase of approximately 15% on our tax preparation fees for those more complex tax returns or ones that have a business. Our starting price for a basic return remains at \$425. The reason for this increase is due to a rise in our costs, as well as the burgeoning requirements imposed on us by the IRS to keep taxpayers compliant. We understand the effect a price increase can have on our clients, and so this was a difficult decision to make. At DeNovo Tax & Advisors, we promise to continue delivering the highest quality services to our valued clients, and we thank you for your understanding and continued support during this change. If you are concerned about the cost for your tax preparation, please reach out to your accountant before the start of tax season.

One of the popular features from last year that we will continue is the Family Tax Return Package. For a set price, we will prepare the parents' tax return, as well as all required child(ren) tax returns. We are finding that if the kids file themselves, they are potentially missing deductions that could save the family hundreds of dollars or taking their own exemption, which can negatively impact the parents' return. By having us complete all returns, we can be assured the returns are filed correctly the first time, thus eliminating the need for amended returns or lost deductions. Also, many families are requiring these returns as they file for Financial Aid for their college-aged dependents.

For the 2023 tax season, we will continue with the new procedures implemented in previous years to ensure a quality tax return for our valued clients. With few exceptions, we request that all tax return information be dropped off, mailed in, or uploaded to the portal. Please allow 10-

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15 minutes at drop off to complete the required paperwork. We must have your documents by **March 1st** to have time to complete and file your return by April 15th. For any tax returns where we receive the information after **March 1st**, we reserve the right to file an extension and complete the return after April 15, 2024. **If you wish to be put on extension to file your return after April 15th, it is your responsibility to notify our office. We will not be filing extensions automatically or making reminder calls.**

You will notice a difference in our Engagement Packet. Due to new tax laws and credits, we found that our previous Engagement Packet did not give us enough information to prepare a complete and accurate tax return, and we needed to contact the client for additional information. The new Engagement Packets are much longer in length. If you do not want to remain in the office for 10-15 minutes upon drop-off in order to complete the Engagement Packet, we direct you to our website – www.denovotaxandadvisors.com. There you will find the Engagement Packet, where you can download and have completed before coming into the office. If you usually use the portal, please ask Claudia Ann to put one in your portal for completion. The Engagement Packet **must be completed and in our possession** before we will work on your return.

We will continue with the same portal that we used for tax season 2022. Your login information will remain the same as last year. For those clients who did not use the portal in the previous year but would like to do so this year, please contact Claudia Ann at our office for setup. When you get the initial email, please complete the setup process as quickly as possible as it is time sensitive, and must be done so within 7 days.

As a reminder, please note that tax returns **will not** be released or filed until we receive full payment for preparation. We accept cash, checks, Visa, MasterCard and Discover. In those extremely limited situations where we do allow the payment for services to be spread over time, there will be an additional \$20 added to each installment payment. Additionally, if you have an outstanding bill for us, it must be paid in full before we will begin to work on your 2023 tax return. Feel free to contact us if you have any questions about this policy.

We look forward to seeing you soon!

Sincerely,



Michael Surden, EA



Kathleen L. Atkinson, EA



John R. Hickey III, EA

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