

# DE NOVO Tax & Advisors

99 Lantern Dr, Ste. 301, PO Box 2044  
Doylestown, PA 18901  
Office: (215)348-9511  
Fax: (215)348-9490

January 8, 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 advising all business clients that there will be an increase of approximately 15% on our tax preparations fees. 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 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.

We are expecting a very busy tax season, and encourage you to send in your information as early as possible. For those businesses that are an 1120S (S Corporation) or 1065 (Partnership), we must have your documents by **February 15th** to have time to complete and file your return by March 15th. For any tax returns where we receive the information after **February 15th**, we reserve the right to file an extension and complete the return after March 15, 2024. For those businesses that are an 1120 (C Corporation) or 1041 (Estate or Trust), 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. For calendar year 990s (Non-Profits), we must have your documents by **April 15th** to have time to complete and file your return by May 15th. For any tax returns where we receive the information after **April 15th**, we reserve the right to file an extension and complete the return after May 15, 2024. **If you do not drop off your information and wish to be put on extension to file your tax return after the initial due date, it is your responsibility to notify our office. We will not be filing extensions automatically or making reminder calls.**

#### IRS CIRCULAR 230 DISCLOSURES:

Pursuant to Treasury Regulations, any tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used or relied upon by you or any other person, for the purpose of (i) avoiding penalties under the Internal Revenue Code, or (ii) promoting, marketing or recommending to another party any tax advice addressed herein.

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There has been a significant change in our Business Engagement Packet. We have found that our previous Engagement Packet did not include enough information and many times, we needed to ask the Client for more clarification. If you usually drop off your tax returns, please allow an additional 10-15 minutes to complete the Business Engagement Packet. If you wish to complete it ahead of your drop off, please go to our website – [denovotaxandadvisors.com](http://denovotaxandadvisors.com) and print off a copy for you to complete. If you are a portal client, please contact Claudia Ann at our office and she will put one in your portal for completion. We must have the completed Business Engagement Packet before we will begin to work on your Business Tax Return.

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. If you currently have an outstanding balance owed to our company, please be advised that we will not begin to work on your tax 2023 Business tax return until the balance has been paid off. Feel free to contact us if you have any questions about this policy.

We look forward to seeing you soon!

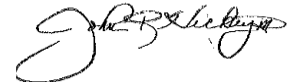
Sincerely,



Michael Surden, EA



Kathleen L. Atkinson, EA



John R. Hickey III, EA

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