REB CPA, PLLC
1630 E Bethany Home Rd
Phoenix, AZ 85016
602-730-7020

Tax Reporting Season Letter

Dear Client:

This Organizer Package is designed to provide you important information regarding the tax reporting season, and to help you gather the tax documents and information needed to prepare the 2023 tax reporting.

Required Information

1. Signed Engagement Letter/Price Agreement (ELPA), delivered to you via eSign Request
2. Completed Tax Reporting Checklist (including explanations for ALL "Yes" answers and completed REB Worksheets)
3. Items included in the Custom Information Request (CIR) such as:
   a. **Financial Statements** (i.e., copy of QB Desktop (QBD) file, access to QB Online (QBO), Comparative Balance Sheets and Comparative Profit & Loss Statements, Trial Balance and General Ledger Detail)
4. Copies of tax documents (i.e., Form(s) W-2 / W-3, 1099-MISC, 1099-NEC, 1099-K)

To ensure we are able to transmit the tax reporting to tax authorities by the Regular Due Date of April 15, 2024, we must receive the **"Required Information" by Wednesday, January 31, 2024**. If the **"Required Information"** is not provided by this date, we will assist you with preparing and transmitting a request for extension of time to file, and prepare the tax reporting after April 30, 2024. To ensure we are able to transmit the tax reporting to tax authorities by the Extended Due Date of October 15, 2024, we must receive the **"Required Information" by Wednesday, July 31, 2024**. If the **"Required Information"** is not provided by this date, a surcharge will be added to the price of the tax reporting, and the tax reporting will be prepared after the extended due date.

Organizer Package
Complete the Tax Reporting Checklist, and provide explanations and additional information for ALL "Yes" answers. Complete all REB Worksheets the Tax Reporting Checklist prompts you to complete. The REB Worksheets are conveniently located on our web site at www.rebingamancpa.com/forms-business .

Custom Information Request (CIR)
The Custom Information Request (CIR) is a personalized list of documents and information you are to provide to us for the tax reporting process. Please reference the CIR when compiling your tax documents and information.

Items Delivered to the Client Portal:

1. Organizer Package
   a. Tax Reporting Season Letter
   b. Tax Reporting Checklist
2. Custom Information Request (CIR)
3. Depreciation Schedule (for you to review and mark up, when applicable)

Financial Statements
A complete set of financial statements (Comparative Balance Sheets, Comparative Profit & Loss Statements, Trial Balance and General Ledger Detail) related to your business activity must be provided to support the amounts included in your tax reporting. If you provide a Copy of a QuickBooks Desktop (QBD) file or access to QuickBooks Online (QBO), you will have properly provided this financial statement information. All bank, credit card and loan accounts must be reconciled to the bank, credit card and loan statements to be considered complete. If you do not

provide an accounting and/or financial statements for your business activity (as required of the business owner by the IRS), we can prepare an annual accounting for you, under a separate engagement, to support the amounts included in your tax reporting.

Information Requests

During the tax reporting engagement there will instances where we will need to request additional documents and information from you. These requests will be delivered to your Client Portal and show in your Client Portal home screen as "To-Do" items. The Client Portal system will send you email alerts when requested items are added to your Client Portal. Please login to your Client Portal to respond to these requests in a timely manner so we may continue to progress through the tax reporting process. Delays in your responses will extend the turn around time needed to complete the tax reporting. If there is a challenge with accessing your secure Client Portal to respond to these requests, the information requests will be delivered to you via regular email.

If you have any questions, please contact us.

We appreciate the opportunity to be your trusted advisor!

Sincerely,

REB CPA, PLLC