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 Reporrting Checklist (with explanations for ALL "Yes" answers and completed REB Worksheets)
3. Estate/Trust accounting
4. Copies of tax documents (i.e., 1099-Consol, 1099-MISC, 1099-NEC)

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, February 28, 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 September 30, 2024, we must receive the **"Required" Information by Wednesday, July 31, 2023**. 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-fiduciary .

Items Delivered to the Client Portal:
1. Tax Reporting Season Letter
2. Tax Reporting Checklist
3. Custom Information Request (CIR)

Estate/Trust Accounting
An estate/trust accounting (summary of receipts and disbursements) related to the estate/trust financial activity must be provided to support the amounts included in the tax reporting. If you provide a Copy of a QuickBooks Desktop (QBD) file or access to QuickBooks Online (QBO), you will have properly provided the estate/trust accounting information. All bank accounts must be reconciled to the bank statements to be considered complete. If you do not provide an estate/trust accounting to summarize the financial activity for the year (as required by the probate court or trust document), I can prepare an estate/trust accounting for you under a separate engagement to support the amounts included in the 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.

Thank you for the opportunity to be your trusted advisor!

Sincerely,

REB CPA, PLLC