Arntzen & Ruckman PLLP
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Certified Public Accountants

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Dear Client,

Knowledge is power! The following information lays out our best practices and procedures for a successful tax season. This helps accommodate the challenges we are facing due to the retirement of our partner/CPA, the shortage of CPAs entering the workforce, recognizing the well-being and work-life balance of our staff, complexity of returns, and continual law changes.

The following points help streamline the process and ensure accuracy for the 2025 tax filing season and the year going forward:

1. The deadline for submitting all necessary information. We kindly request that you provide us with all relevant documents and details by **March 15th**. An automatic extension will be filed if we don't have information by that date. While we strive to complete your return by April 15th, we cannot guarantee it will be and may still require an extension due to the continuing complexity of returns and time required for their preparation.

2. We ask that all your tax information be submitted at one time. We are now using **SafeSend** for you to send information to us securely and keep it organized in one place. You can find the link on our website at www.centralmt.cpa. It will create a portal on your end where you can access information we send each other. This program will be used for **e-signing** tax returns as well, if that is your preferred method.
    a. New this year, we will be emailing a **tax organizer,** if we have a current email. This is designed to help you gather pertinent tax information. This will also come through SafeSend. It is provided for your convenience and is meant to be helpful in gathering your information. If you would like one mailed, please call our office.

3. We will be sending our tax return **engagement letter**. This letter states the terms of our agreement and will need to be signed prior to the start of tax preparation. Watch for this in **SafeSend**, with the organizer! (or attached to this letter)

4. If you anticipate needing tax returns sent to banking institutions, we will need **a signed release form** from you for us to release them. This is a requirement of the IRS. Please let us know at the time of tax return signing or when dropping information off.

5. With the significant postal delays we've been seeing, we are encouraging all payments due to the IRS and state agencies to be **electronic**. This is to ensure timeliness and proper credit to your accounts. We also encourage direct deposits of refunds.
    a. Please provide us with current banking information for automatic payments and refunds at the time of tax information submission. The state of MT is requiring **TAP accounts** be set up to make state payments.

6. For clients who typically owe or expect to owe, we request that you **pay quarterly estimates**. This is an IRS requirement and avoids potential penalties.

7. The IRS places scrutiny on **foreign accounts** and **virtual currency** and requires notification. Please inform us of any non-US accounts/income and/or dealings in virtual currency.

8. If you use a **bookkeeping program**, such as Quickbooks or Quicken, it is important that your books are **reconciled** through January 2025 and balanced with our last year's ending balances.
    a. Please note that if we need to spend time cleaning up your books, your tax return could be delayed and completed after April 15th.
    b. Don't forget we need **your login and file password** when you drop off the files!
    c. For Entity returns such as Partnerships/S Corporations/Corporations we are required to report a balance sheet on your tax return. These reconciled books help ensure accurate reporting.

9. For **issuing 1099s**: We require complete information from your vendors, including W-9 forms. It is your responsibility to obtain the W-9 at the time of hiring or when making payments for services such as rent, services, and custom hire. The W-9 helps obtain the correct information for filing 1099s – how they are taxed, address, and EIN/SS#. Try to obtain them throughout the year. Due to our office 1/20/2025!!

10. Due to the rising costs such as continuing education, required technology and maintenance, and other business costs we will be increasing our fees; our minimum tax preparation fee will be starting at $300.

11. If you anticipate dealing with more complex transactions such as sales, 1031 exchanges, establishing new businesses, and/or estate and tax planning discussions, we ask that you schedule an appointment outside of tax season if possible. This will allow us to devote the time and attention needed to gather all the necessary information and adequately prepare for the complex topics. While still meeting deadlines.

12. Our office hours will be Monday – Friday 8:00-5:00. Accountants are available by **appointment only**.
    a. You can drop off, mail, or securely upload your information through SafeSend on our website at www.centralmt.cpa.
    b. You can also reference our website for important information on tax, payroll, forms, websites, and due dates.

We understand that these changes may be significant for you, just as they are for us. Our intention is to continue providing the same high-quality professional services you have come to expect. With the ever-changing landscape of tax laws, workforce dynamics, and technology, these adjustments will allow us to better serve your needs.

We appreciate your understanding and continued trust in our firm. We look forward to nurturing our great relationship and providing exceptional service. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Sincerely,

Arntzen & Ruckman CPA's, PLLP