

Dear Client:

It is true that as you get older, the years seem to fly by. Here we are, once again, at the beginning of tax season, hoping that you had a wonderful holiday season. We are pleased to announce that in 2015 we were the proud recipients of the **Reader's Choice Award for Best CPA Firm** in Anoka County, and most recently, we were awarded the **Five Star Professional Services Award** by *Mpls St. Paul Magazine* as published in the January 2016 issue.

January is our month for preparing and filing monthly and quarterly sales tax returns by the 20th, and quarterly payroll returns, W2s, and 1099s by the 31st. Annual sales tax returns are due by February 5th. We are pleased to assist you with these forms and are able to e-file many of these returns. Please note that Kathy Kouba is our e-filing specialist. Also be aware that there are hefty fines for not filing required 1099 forms, so please do not overlook any that should be filed for subcontractors, rent, attorneys, interest paid, prizes or awards, etc.

As many of you know, our move to our current location enabled us to cut overhead and avoid pricing increases over the last few years. We have expanded our staff and our business while being diligent in holding our prices steady since 2011. However, pressures from the current economic environment make it necessary for us to increase our rates in 2016. Our individual tax returns will increase by \$25, and our business tax returns will increase by \$50. In addition, there will be small increases in our accounting, consulting, bookkeeping, and payroll rates.

Moving on to income tax season, which opens with both the federal and Minnesota governments on January 19, 2017. In order for us to prepare your tax returns, we need you to sign the attached engagement letter and bring it in with your 2015 tax information.

As always, personalized Tax Organizers are available at your request. Please direct those requests to our receptionists or email your request to esther@accounting-offices.net.

If you choose not to use an organizer, please refer to your 2014 tax return and documentation in helping you gather your information for us to prepare your 2015 tax return. Please make special note to inform us of changes in names, address, marital status, or dependents. Also bring with you closing documents for any bought, sold, or refinanced properties.

When you are ready to bring in your information, if you would like to meet with an accountant, please call to schedule an appointment. Our appointments are scheduled in ½ hour increments, so please let us know at the time of scheduling if you need more time. We will make evening and weekend appointments as necessary to accommodate your needs.

In order to get tax returns through the office more efficiently, we will be relying much more on our administrative assistants, and we will have set times to return emails and phone calls. As much as possible, we will still try to minimize having to bill for phone calls and/or emails.

Rental Property Owners (Sch E) and Self-Employed Business Owners (Sch C)

If you do not have an accounting software that produces financial statements, please use the worksheets available on our website, or by calling our administrative staff, to summarize your 2015 rental and/or business activities. Be sure to include your LLC legal name and federal ID, if applicable, so that we can add you to our annual business renewal list. In addition, if you are deducting business mileage, we will need your odometer readings for January 1 and December 31, 2015. Of these total miles, we need to know how many are business versus personal.

Finally, we would like to thank you in advance for your business this year and for the referrals that we received in the past year. They are always appreciated and allow us to provide the same high-quality, affordable, professional services to your business associates, friends, and family.