

# The Tax Shoppe

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Happy New Year.... 2018 is here! We're getting older!

We like to make the process of filing your taxes as painless as possible and do everything we can to save you money.

**WHAT TO SEND US** Please follow these guidelines to ensure expedient and accurate handling of your documents:

- Fill out the enclosed **2017 Checklist** with **current** address, phone numbers & e-mail. This information is never redundant as it is a confirmation that we have all your correct data on file
- Sign the enclosed **Form 8879** (two signatures required if filing jointly). This gives us permission to electronically file your tax returns. The IRS mandates us to e-file. We cannot e-file without it. E-Filing is FREE!
- For income, we need **copies** of all your W-2s and 1099s (Pay stubs do not always give us complete information)
- Do not send original receipts; Summarize your deduction, giving TOTALS on the Checklist or a sheet of paper
- Note **any additional dependents**. If you lose a dependent, make a note of it. Just leaving the name off doesn't count. For new dependents, give their name (as shown on their SS card), their SS#, DOB and relationship

\*\*\*\*\*PLEASE SEND THIS INFORMATION TOGETHER IN ONE PACKAGE, DO NOT SEND PIECEMEAL\*\*\*\*\*

**OUR CHECKLIST** is designed to help you organize your income and expenses. Be aware that the IRS has increased its letter audits in the area of itemizations. Keep records & documentation for **at least 3 years**. New info required: Yours & your spouse's Driver's License information. Many states are now requiring this information in order to electronically file & prevent ID theft.

**GETTING IT TO US** Send your data via U.S. Mail, UPS, FedEx, E-mail, Fax or bring it in person. **Phil can be seen by appointment only.** Phil only works out of Ramsey now All correspondences must go to this Ramsey office. It's right off Route 17 and there is plenty of free parking.

**PERSONAL PROTECTION PLAN** There has been a huge jump in the amount of correspondence the IRS & State agencies send out to increase their revenue. As a result we've offered this plan. We will respond to any **IRS or State letter audits for the 2017 tax return** which the government may send. The IRS has a 3 year window to audit. The cost is \$29. Additional rates apply for businesses or rental property schedules. Please see our website for price details. Our response includes any correspondence or three-way phone calls if necessary. Without the Plan, our regular fee is \$150/hour. An average paper audit takes about three hours. We highly recommend this coverage to our clients

**PAYMENTS** We accept Cash, Checks, Credit Cards, or Direct Debit from your checking account. Please remember that payment is due prior to e-filing. The IRS no longer allows you to pay us via split refunds.

**SEE OUR WEBSITE & FACEBOOK:** Check it out! Our website is a treasure trove of information. From links to every State Department of Revenue in the country to the most important current tax tips, there is a lot of tax information there for you. We encourage you to take a few moments to add us to your favorites list. We also have a link right on our homepage to our client portal where the documents we transfer to you are encrypted to ensure your information is never compromised.

In closing, let us remind you we are here ALL YEAR ROUND, unlike other offices which close on April 16<sup>th</sup>. We offer: preparation of Individual, Business & Estate Tax Returns, business formations and consulting, corporate startups, small business quarterly tax filings, IRS representation, Offer In Compromise, financial planning & many other matters. Also, don't forget we have a **Real Estate Brokers' License** (we can **lower the sales commission** you pay and/or **reduce your closing cost** with a generous closing gift or check).

**VERY IMPORTANT:** The Affordable Care Act is still in effect. You MUST let us know if you and your family had health insurance coverage for 2017 and if it was through the Market Place (We MUST have the 1095-A issued from the Market Place in order to properly prepare your return!) There is a tax penalty calculated on your return if you do not have coverage.

Until we hear from you....hoping in the coming year we have a better economy, and you have good health and much success!

Again, Happy New Year,

  
Phil & The Tax Shoppe Family