



1236 Claremont Avenue, Ashland, Ohio 44805

Phone: 419-281-1040 • Fax: 419-281-1041 • www.armstrongaccountant.com

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Dear client,

We thank you for choosing our accounting firm to file your 2023 tax returns. 2023 has been a year of minimal changes to tax laws, however, it is important to submit the appropriate documentation to us in a timely manner. Doing so provides us ample time to ask the appropriate questions and gather all the necessary documentation from you.

As with previous years, you are welcome to drop off all your information, in a securely sealed envelope, in our **LOCKED drop box** or you may come in and leave your information at the front desk. If you feel your tax situation has drastically changed from last year, please feel free to give us a call and we will determine if it is appropriate to schedule an appointment. Please be assured that once we begin working on your tax return, you will hear from us so we can ask any questions we may have and go over the tax results with you.

For LLC members, owners of corporations, and limited partnerships, one of the new filing requirements we would like to briefly mention is the Corporate Transparency Act (CTA). In early November we sent out letters to clients that we believe may be subject to the filing requirements of the CTA. The CTA, a component of the Anti-Money Laundering Act of 2020, was enacted to prevent money laundering, terrorist financing, and other illicit activities. The CTA takes effect on January 1, 2024. At the start of the new year, all applicable entities will have a limited timeframe to file information with the Financial Crimes Enforcement Network (“FinCEN”), a division of the U.S. Department of the Treasury. If you have not received a letter from our office requesting information for this filing requirement, please give us a call and we will provide all necessary information. We plan on completing these filings for our clients starting in May of 2024.

The following is a list of items that are important for you to **include** with your tax documents when you drop off or to bring with you to your appointment. **PLEASE BE ATTENTIVE TO THESE ITEMS:**

1. Enclosed is a copy of our **blue questionnaire sheet**. Please complete and include this with your tax information. The form is also available on our website at www.armstrongaccountant.com.
2. We are **required** to have a copy of **BOTH**, taxpayer and spouse, **driver licenses** or state issued ID's, as well as any *dependents* that file their *own* tax return. If you are unable to make a copy, please bring it with you when you drop off and we will be happy to make a copy for you.
3. If you have any **new dependents or any dependents have changed** during 2023, please provide a copy of their **social security card and date of birth**. If you have supplied these items in a previous year, please disregard.
4. Due to many issues related to IRS compliance, we will again **require** that **each spouse sign the final e-file** form, Form 8879. If both spouses are not available to sign, we have a **release waiver form** that can be signed authorizing someone to sign for them. The waiver can also be used for a parent or child to sign for a son/daughter/parent filing their own return. Please find a copy of the waiver enclosed. The waiver can also be found on our website at www.armstrongaccountant.com or in our office. *We are not permitted to submit the e-filed return without both signatures or a copy of the signed waiver.*
5. Many of you may receive Form **1099-K**. Form 1099-K reports payments and transactions from online platforms, apps or payment card processors. If you have received at least \$20,000 from any of these sources a Form 1099-K will be issued to you. Please include this form with your other tax information.
6. The IRS will again **require additional information** for taxpayers who receive the **Child Tax Credit**, any **education credits** for college, and the **Earned Income Credit**. If your filing status is Head of Household, we will need information to prove that your child or other non-child dependents qualify you for the filing status.

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- a. For the ***Child Tax Credit, Earned Income Credit, Head of Household status, or other dependents that are claimed*** we will be asking for and requiring documentation for proof that the child qualifies. In the case of divorced/separated parents, if there is a Form 8332 (to waive dependency) signed by either party, we ask that you please provide us with a copy. **We are required to have two forms for proof** that the child lives with you **and** for how long they lived with you during 2023. A list of allowable documents for proof of residency is available upon request.
- b. For the ***education credits***, provide form 1098-T that is provided by the college of attendance. **You will also need to request a transcript of charges and payments from the college.** This is required for us to properly complete the tax return.
7. A reminder to those that have **medical** expenses, you will need to provide us with amounts PAID for all doctor visits (which includes medical, dental, vision, hearing, prescription drugs, insurance premiums, mileage, etc.) during 2023. We do **NOT** need all the receipts, **just a summary** of the expenses by category.
8. For clients with businesses, farms or rental properties please remember to bring all the income and expenses associated with each. For rental properties, please provide the number of **days each property was rented** and how many personal days the property was used during 2023. We have a worksheet to help you organize your information on our website, on the “Tax Info” page.
9. If you are divorced and pay or receive **alimony**, please provide a copy of the document authorizing the alimony. Please be sure it shows the date on the document. If we prepared your return last year and have the document on file, we do not need it again, **unless it has changed.**
10. Please provide copies of any federal or state **tax correspondence you received** during the year.
11. If you are **selling goods or services out of state and/or over the internet**, or if you have **employees working out of state**, you may need to file sales tax and/or income tax returns in those states. If you believe this is an issue, please give us a call to discuss.
12. The IRS is continuously monitoring **crypto currency**. Please be sure to include information if you **or** your dependents own, buy or sell any form of crypto currency.

When your return is complete, we will call you to let you know that it is ready and when you can pick up. We ask that when you arrive to please have a check made payable to Armstrong, Ditz & Associates CPAs. We will disclose the cost to prepare the return when we call to let you know the tax return is ready.

Also, a reminder to those that have **W2's or 1099's to issue**. These forms are due to be filed to the IRS and delivered to employees, and contractors by January 31, 2024. To prepare these forms in a timely manner we need the appropriate information at the beginning of January. There are new e-filing requirements for some issuers, so you may experience some new changes to the process.

If you have questions or concerns about anything, please give us a call at **(419) 281-1040**. We look forward to working with you again this year.

Sincerely,

Nathan Ditz and staff