



ACCUCOUNTANTS

BOOKKEEPING AND TAX PREPARATION SERVICES

Greetings valued AccuCountants Business Family Member!

2023 is rapidly coming to a close. We hope you had a wonderful year! It's time to start thinking about bookkeeping needs, employment tax filings, and the business income tax returns. There's also the distribution of W2's and 1099's. You may have worked with Tom last year. This year he will remain available for any questions he can help with but otherwise will not be filing returns. I am excited to serve you directly this year.

Bookkeeping is one of the most important parts of preparing an accurate return. Making sure you have assigned expenses, asset purchases and sales, loan principal and interest, partner/member distributions and contributions, etc. correctly is critical and affects the balances for all asset, liability, and equity accounts. Which then has an impact on the tax filing. It is also important for these accounts to be reconciled before turning the documents over to AccuCountants for tax preparation.

We are excited to announce AccuCountants has obtained the software required to electronically prepare and transmit payroll taxes, W2's, and 1099's. This service was not available last year. With such high demand we upgraded our systems to provide you a more robust tax filing experience. Most employment taxes, W2's, and 1099's are due January 31, 2024. Please contact us as soon as your employment and vendor records are finalized so we can schedule an appointment to complete them timely. To make you aware, I will not be available between December 23rd and January 7th. I'll be back in the office on Monday January 8th.

Business income tax filings are due March 15, 2024. A 6-month extension can be requested by this date if needed. Please let us know if you have any doubts about making the March 15th deadline so we can get an extension filed right away.

You likely have a lot to talk about. If this is my first time filing your business returns directly, please anticipate a little longer preparation time. Being organized before sharing your information will help keep processing times as quick as possible. Once you have everything ready you can upload it to our portal or drop it off in our lobby using our secure dropbox. Don't hesitate to contact us with any questions.

Sincerely,

Elroy Johnson
Founding AccuCountant
AccuCountants Professional Services