

January 01, 2017

To Our Returning and New Clients:

We appreciate the opportunity to work with you this year and to advise you regarding your income tax obligations for the tax year 2016. We have made a tax organizer available to you. You can obtain the tax organizer through our website at www.accountingconsortium.com or by calling the office and requesting we mail one to you at your home address or we can email the document to you.

A new tax law takes effect in 2017 which will impact the refunds of certain tax filers. The new law requires the IRS to hold refunds until mid-February in 2017 for people claiming the Earned Income Tax Credit or the Additional Child Tax Credit. Beginning in 2017, a new law approved by Congress requires the IRS to hold refunds on tax returns claiming the EITC or the ACTC until mid-February. The IRS must hold the entire refund — even the portion not associated with the EITC and ACTC — until at least Feb, 15. This change helps ensure that taxpayers get the refund they are owed by giving the agency more time to help detect and prevent fraud. In addition, the IRS has placed more due diligence upon tax preparers in order to qualify taxpayers for these credits as well as the education tax credits. In order to quickly expedite your tax returns, we must qualify that the children you claim as dependents for the Earned Income Tax Credit and the Additional Child Tax Credit, entitle you to those credits. Please bring with you either birth certificates, medical records or school records that validate your relationship with the children you're claiming. For education tax credits, you must bring with you the Form 1098T from the educational institution and the financial aid report from the college that shows what was actually paid. You may also bring with you receipts that prove additional expenses, that the college may be unaware of, that you paid in addition to tuition and fees.

As more accuracy burdens are placed on tax preparers, it is essential that you, the taxpayer, provide us with as much income and deduction documentation, as you can, to support your tax return. Please understand that we are not auditing you, that is not our responsibility. We are only concerned with making sure that we have a complete understanding of the income and deductions you claim on your tax return. We will always work, to the best of our ability, to maximize all the deductions that are legally available to you.

All taxpayers are encouraged to electronically file their tax returns. If you have a reason for not filing electronically, you will have to declare your reason for paper filing your tax return. You also have the option of having your refunds direct deposited into a checking or savings account. If you prefer the direct deposit method of receiving your refunds, which is faster and safer, please let us know prior to completing your tax returns and provide us with the direct deposit information or leave with us a voided check.

It is important to remember that if you have a balance due to the IRS or state taxing authority, the tax is due by the April tax deadline. Extending your tax return DOES NOT extend the tax payment. If your payment is made after the April deadline, expect to receive a bill from the taxing authorities for interest and late payment penalties. You may also be assessed a penalty for not making proper estimated tax payments, dependent on the balance you owe the IRS at the completion of your tax return.

IRS regulations require us to obtain your signature on Form 8879, IRS e-file Signature Authorization, prior to electronically filing your tax return. In the past we filed your returns electronically with your verbal authorization. We will no longer support that policy. It is absolutely required that we have a signed Form 8879 from you before we electronically file your return. Also, in some cases, we extended credit to our clients and electronically filed tax returns before receiving payment for our services. Our policy does state that payment for services is expected upon presentation of the tax return and prior to filing the return. We must adhere to this policy unless arrangements are made with us prior to beginning the work on your tax return.

If you have any questions, please don't hesitate to contact us. We can also be reached by text at 404-369-1870.

Thank you for the privilege of serving you.



Mark Bove