

Catamount Accounting & Tax Services, PLLC

January 3, 2024

Dear Client,

Happy New Year! Hope 2023 was a good year for you and your family and that 2024 will be even better. I look forward to assisting you with your tax preparation needs going forward. As you are gathering your tax data, please remember to identify and include the following, if applicable:

- ◆ If there was a new addition to the family in 2023, please provide the child's full name, social security number and date of birth.
- ◆ The cost basis for all stocks and/or mutual funds sold in 2023. Most of this data will come via your broker year-end statement. I will be happy to assist you with this if needed should the data not be available.
- ◆ All W-2's (Wage & Tax Statement), 1099's (Interest & Dividends, Broker Proceeds, Retirement, Misc. Income, Non-Employee Compensation, etc.), 1098's (Mortgage Interest Statements), Social Security and Stock/Mutual fund statements for all financial activities during 2023.
- ◆ Closing disclosure statement and related paperwork for any property you bought or sold including refinancing of any mortgages. Will also need date purchased and purchase price plus cost of improvements for properties sold during 2023.
- ◆ All K-1's and supplemental information received from Partnerships, S-Corporations, Estates and Trusts you have or had an ownership percentage in during 2023.
- ◆ Business and rental income and expense breakdowns by category. Also, list any new assets purchased or sold during the year.
- ◆ Dates and amounts for all 2023 federal and state estimated taxes paid including those from January 1, 2024, through January 16, 2024.
- ◆ Copy of your 2023 - 2024 property tax bill and, if available, a statement of property tax paid in 2023 from the town clerk.
- ◆ Name, address, amount paid, and tax identification number (social security or Federal ID) for any childcare providers utilized in 2023.
- ◆ Listing of cash and non-cash contributions/donations to charity. Please ensure you have receipts for all cash and non-cash donations and cancelled check or credit card statements, if applicable.
- ◆ Voided check or savings account information if you want to elect direct deposit of any potential refunds or pay any balances due.
- ◆ Last pay stub for the year for each company you worked for in 2023.

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- ◆ Listing of all out of pocket medical, dental and prescription expenses not covered by insurance.
- ◆ Affordable Care Act reporting documents. Please include information on health insurance coverage for 2023 for you and your family if you have or had coverage. This will be reported on Form 1095-A.
- ◆ Any tuition statements (Form 1098-T) and student loan (interest paid) documents for colleges and universities attended by you or your children.
- ◆ State unemployment tax forms for amounts received during 2023.

I would like to receive your complete 2023 tax data no later than Wednesday, March 6, 2024, which should allow me to get the return(s) prepared by the April 15th deadline. Any tax information received after that date might require that an extension of time be filed for your federal and state tax returns. If an extension of time is required, any tax that may be due with your return(s) must be paid in advance with that extension. Any taxes not paid by the original filing deadline are subject to late payment penalties and interest when those taxes are subsequently filed and paid.

As always, my staff and I will guide you through any tax-related issues as we begin to prepare your tax returns.

Please reach out with any questions/concerns or when your 2023 tax information is compiled, and your returns are ready to be prepared. My email address is rsinkewicz@gmcsusa.com. As in the past I will be placing a 2023 tax organizer on my website at www.catamountaccounting.com should you wish to use this as a guide in gathering your tax data. I have also attached one for your use as needed. If you are new client, please fill out the organizer in full and ensure I have last 2 – 3 years of tax returns.

Sincerely,

Robert W. Sinkewicz, CPA