

December 2017,

The tax filing season is rapidly approaching. 2017's tax provisions are similar to 2016's rules and were finalized by the Protecting Americans from Tax Hikes (PATH) Act in December of 2015. 2018 will bring new tax laws. Congress has passed the Tax Cut and Jobs Act. We will be able to give you a quick look at how these new laws will affect you during your tax appointment. For a complete review, we encourage you to schedule an appointment after tax season.

The I-5 freeway continues to be under construction. For drivers coming southbound on the I-5 please use the Imperial Highway exit. Northbound drivers are advised to use Norwalk Blvd.

Earl will be meeting clients downstairs this year.

In preparing the enclosed itemized worksheet for your tax return, please answer all questions that pertain to you.

We will prepare both your federal and state individual or other entity income tax returns for tax year 2017 from information you provide. You will assume responsibility for the accuracy of all data and the maintenance of said records. We ask the taxpayer to carefully review both federal and state tax returns before acknowledging their accuracy with a signature on the tax return or e-file form.

Your tax returns will be prepared with extreme care. However, should you receive any correspondence from either the IRS or Franchise Tax Board in regard to these returns, contact this office immediately. We are available to assist you in settling such matters and are available for representation at your request. Additional charges will apply for these services.

There will be **No Billing** for tax preparation. We will **process** your return once payment is received. It will not be necessary for you to return to our office to pick up your return; it will be mailed to you at no charge. If you choose to have the return delivered overnight, the charge will be \$40.00. Additional copies of your tax return are \$15.00 for each copy picked up, \$5.00 for each emailed copy, \$25.00 for each copy mailed, and \$25.00 for each copy faxed. For your convenience we accept most major credit cards, debit cards and of course cash or check. Invoices are provided upon receipt of the returns, and payment is expected at that time. We do not retain a billing service and payments more than sixty (60) days late may be subject to a late fee of \$10.00 per month.

We will continue to send out a "periodic tax newsletter" by email to our clients.

In addition to Income Tax Service, Norwalk Business Service offers complete **BOOKKEEPING** and **COMPUTER PAYROLL SERVICES**. We also prepare Estate, Trust, Fiduciary and Corporation tax returns and provide tax consultation and tax planning. If you or your friends have need of any of these services, please talk to your tax preparer or call our office to schedule an appointment to discuss your individual needs.

Please call early to schedule your tax appointment. We are enclosing a few of our business cards for any of your friends or relatives, should they be in need of our services. Thank you for the privilege of allowing us to provide you with year-round tax service. We are committed to offering a quality product with excellent service.