

December 2024,

With the year-end approaching, it is time to start thinking about filing your 2024 tax return. If you have any year-end questions, please contact Richard, Brennan, Don, or Susan before the holidays. Our office will be **closed** for the holidays starting at 11:00 am on December 24th, 2024 and will **re-open** on January 2nd, 2025. Our office will begin accepting appointments for the 2024 filing season starting January 27, 2025. If you upload documents to SmartVault, please email your tax preparer to let them know the documents have been uploaded. **All clients must sign the engagement letter included in this packet each year. Please sign the letter and include it with your paperwork.**

Our office has a new tax preparer. Susan Cordova-Rose is an Enrolled Agent admitted to practice before the IRS and has been with our office for over a year. She is proficient in Spanish and will begin seeing clients this year.

Client Organizer available in SmartVault. This year we placed client organizers in returning client's SmartVault accounts. You can access them in the TY2024 Client Organizer folder. The organizer will have a questionnaire and a report showing the description and amounts on your 2023 Return. Access smartvault.com or visit our website and click the link there. If you do not remember your login information, you can reset your password at smartvault.com.

Clients with an LLC, Partnership, S-Corporation, or Corporation must register with Fincen and report Beneficial Ownership information. Companies that are created after January 1st, 2024 must register within 30 days; Companies created before 2024 have until January 1, 2025 to file. Changes in ownership must be reported within 30 days. Fincen will assess a \$500.00 a day fee for not filing this paperwork. Legal experts have described it as a legal filing, which would make our office ineligible to help with the preparation of this paperwork.

Copies of your return are available at nbs-tax.smartvault.com at any time for no charge. If you do not have an account, please ask our staff for an invitation to SmartVault so you can access it. **No copies of your return will be mailed** unless requested. You can choose to have it mailed directly for a \$10.00 charge. Additional copies of your tax return are \$25.00 for each copy. Invoices are provided upon receipt of the returns, and payment is due. **We will Efile your return once payment is received.** For your convenience we accept most major credit cards, debit cards, and cash or check.

Should you receive any correspondence from either the IRS, Franchise Tax Board, or other state entities 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.

In addition to Income Tax Service, Norwalk Business Service offers **IRS Audit Representation**. We also prepare Estate, Trust, Fiduciary and Corporation tax returns and provide tax consultation and tax planning. Please call early to schedule your tax appointment. We are enclosing 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. While 2024 does not have many tax changes to report, we anticipate with the new administration there will be many on the horizon. We will continue to send out a "periodic tax newsletter" by email to our clients. Please update your email when you come in.