

Dear Client:

In order to assist you in gathering all of your tax information for the upcoming filing season, we are providing you the enclosed customized tax organizer. After we complete your tax return one year, the next year's tax organizer will be populated with the prior year's data to help you gather the tax information. You do not necessarily need to complete the organizer as long as you send all of the tax documents and information to our office.

**At the very least, please:**

- **Send us the tax document forms. Legible copies received by fax or scan and email are acceptable. These forms include but are not limited to W2, 1099s, 1098, 1095, and Schedule K-1s.**
- **Indicate whether a particular item from last year's return is no longer applicable.**
- **Let us know about any new children, houses, bank or brokerage accounts, etc.**
- **Review and update your personal information on the Personal Information page.**
- **Complete the Yes/No questions on the first few pages of the organizer. Provide explanations of any questions to which you answer "yes." We require receipt of this completed questionnaire before we begin the tax preparation in order to be aware of any new tax events not on prior returns.**
- **Sign at the indicated space on the cover page of the 2017 tax organizer.**
- **Submit a tax preparation engagement letter.**

Please take a moment to review the following important information regarding the processes and timing of the tax return preparation.

**Tax Season Deadlines and Extensions** – Our earliest clients send us their tax data in mid-February. The period from mid-February to April 15<sup>th</sup> is only eight weeks. We experience a surge of client contact during this short time. For our staff to lead somewhat normal lives during tax season and ensure the accuracy of all of the returns prepared by our firm, we must establish a cut-off date for the tax data received at our office to complete tax returns by April 15th. ***Generally, if your tax data is delivered to our office after March 1st, your return will be extended. If you believe that you have not paid sufficient income taxes to cover your tax liability and would like us to calculate an amount to pay with your extension, please contact us as early as possible. We will discuss with you if a tax estimate based on your 2016 data OR a safe harbor estimate based on the prior year's return is better for your circumstances.***

**An extension to file a tax return is not an extension to pay. The IRS and the states assess penalties and interest on any tax amount due and not paid by the initial deadline.**

If you have a specific circumstance, such as educational financial aid applications, mortgage financing, or travel plans that require your tax return to be completed by a particular date, please provide us at least 30 days' notice.

April 15<sup>th</sup> is only one of the numerous tax filing deadlines we have during the year. Due to tax and other regulatory deadlines unrelated to individual federal income tax returns, we will generally deliver extended returns after June 15<sup>th</sup> and before the final filing extension deadline of October 15<sup>th</sup>.

Partnership and S Corporation tax returns are due March 15<sup>th</sup>. Generally, during the period from last week of February and through March 15<sup>th</sup>, we will deliver very few individual tax returns.

The IRS requires nearly all tax returns prepared by CPAs to be electronically filed. **You should review your income tax returns carefully before you sign the electronic filing authorization form as you have the final responsibility for everything on the return.**

We will provide you a copy of your completed tax return as a PDF document via our ShareFile portal. We no longer deliver paper copies of completed tax returns unless you specifically request a paper copy. Please save the tax return in your records. If our office has your original tax documents, please feel free to pick them up at our office during our normal office hours of 8:30 am -5:00 pm.

**Tax Return Copies** - We maintain complete confidentiality with all information that is part of our relationship. We are legally prohibited from sending any tax or accounting records to any third party without your specific written consent. To avoid the delay and hassle of obtaining these consents, we will only provide copies electronically and we will only send your records directly to you, and you may forward them as needed. We provide a copy of every return or document we prepare to you at the time it is completed; therefore, **all requests for additional copies of prior years' tax returns or documents must be received at least one week in advance.**

**IRS Representation** - We expect a substantial increase in IRS inquiries in the coming years. Upon a client's request, The Mangold Group will provide IRS representation. Many IRS auditors know the managers at our firm and know we have the expertise to handle these situations competently and fairly. You may be asked to provide the backup documentation of your tax records. Our firm will invoice IRS representation separately as a service not included in the income tax return preparation fee.

**Year-round Tax Services** – In order to better serve clients' income tax compliance requirements, we offer proactive tax planning, consulting for investments or accounting concerns, and quarterly or year-end tax projections. A tax plan, usually scheduled in the summer or fall, recommends the most beneficial tax-saving strategies customized for you, and we can assist you with the implementation of the strategies during the tax year. By having as many issues as possible resolved by year-end, the tax preparation process is more efficient, and we will not have to rush to complete your return during the normal tax season.

Tax projection and planning for 2018 are not included in this engagement.

Please contact us whenever you have any questions or comments, to request further information, or to request an appointment for any of our year-round tax services.

Sincerely yours,  
Thomas Mangold, CPA/ABV/CITP, CGMA, President