



## 2023 Year End Business Client Letter

In order for us to prepare your annual tax return we will need the following information from you at the end of the year. Because of the CARES Act and related tax credits/benefits we need some special information this year as well.

### Unusual Items for 2023:

1. \_\_\_ Reporting for virtual currency is quite unique and we are seeing more and more businesses “dabbling” in virtual currency. If your company bought or sold virtual currency, or accepted it as payment, or used it to pay bills, we need detailed information. Please inform us if you have any of this activity in your business for 2023 because the penalties for failing to disclose it are intimidating!

### Special File Update Information:

1. \_\_\_ Has there been a change in ownership this year? If so, please provide new owner identification information, dates of change and updated ownership percentages.
2. \_\_\_ Have you opened or closed any locations this year? Please provide updated information on physical and mailing addresses.
3. \_\_\_ Please provide us with updated information on the business’ primary contact person including email addresses and phone numbers.
4. If during 2023 you made sales over the internet, be sure that you have considered sales and income tax registration, collection, and filing requirements in other states.

### Normal year end information needed for 2023:

1. **Copies** of any new bank **loans** obtained during the year,
2. **Copies** of any new **leases** signed during the year,
3. Loan payoffs, and or current balances of all business loans at December 31<sup>st</sup>
4. List by date, amount and individual of any new investments made into the company this year by the owners.
5. **Copies** of any federal or state **tax correspondence** received during the year,
6. **Copies** of any **equipment purchase** invoices over \$2,500,
7. Year-end summary of business activity-QuickBooks files with PASSWORD (online access if not already on file), other accounting software back-up, excel spreadsheets, trial balance, etc.,
8. Quarterly and annual payroll reports (not applicable if prepared by us)
9. All Forms 1099 sent and received,
10. And all 12 months bank statements in 2023 and January of 2024.

For more information, please visit our website at [www.meiscpas.com](http://www.meiscpas.com).

**Important date to remember: February 16, 2024 - 2023 COMPLETE business tax return information needs to be IN OUR OFFICE to be guaranteed to meet the March 15, 2024 deadline. After that date, an extension may need to be filed.**



**Please sign and return the engagement letter below. This can be done at your earliest convenience, or with other pertinent information for preparing your tax return:**

Thank you for trusting Odstrcil & Meis CPAs, PC to assist you with tax matters this year. This letter confirms the terms of our engagement with you and the nature and extent of our services.

We will prepare your 2023 Federal and Colorado business tax returns and other states as requested using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents and other data used to support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of such examination, we can arrange to be available to represent you as part of a separate engagement. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

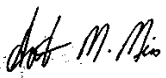
Our fee for preparation of your tax returns will be based on a combination of factors including the type of return, the number of forms required, and the amount of time required. Historical billing rates are also taken into consideration. Due to increased costs and new compliance measures, we expect our fees to increase 5% approximately. **We will be charging corresponding fees (3%) on all payments made by credit card and Debit Card** to cover the additional cost of credit card processing.

We will retain copies of records you supplied to us along with our work papers for your engagement for a period of seven years. After seven years, our work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated and return it to us in the envelope provided.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,



Anita Meis



Chris Buhler

Odstrcil & Meis, CPAs, PC

Accepted By: (person responsible and authorized to sign on behalf of the corporation or partnership)

\_\_\_\_\_  
Business Name (print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date