January, 2023

Dear Clients and Friends,

Happy New Year! As promised, I have put together some information that should make the tax process go a little more smoothly. This should also provide you with an outline of what you can expect from our services and what we expect from you.

**Notable Tax Law Changes for 2022**

* Half of the Child Tax Credit (CTC) is being paid in advance, so you will see a decrease in CTC which will result in a lower refund/ increase in tax liability since you are receiving half of the credit in advance as opposed to receiving the lump sum on your tax return. (you should be receiving letter 64-19)
* If you are 72 before the end of 2022 you are required to take a Required Minimum Distribution (RMD) from your retirement plan. Beginning 1/1/2023, RMD will increase to age 73.
* There is no waiver on the 10% penalty for early withdrawal on retirement accounts.

**What we need from you**

* Make sure you have ALL your documents before forwarding to us. Tax returns are prepared based on the accuracy and completeness of the information that you provide to us.
* Documents should be in summary format with totals for each category. (We do not need to see receipts (for audits only).
* You may use the **Income Tax Organizer** as a guide in gathering your tax information and note any changes. (emailed earlier and it can also be found on our website.)
* We need a current copy of your driver’s license (front and back), and a copy of your bank check (for direct deposit)
* Payment is due upon completion. We accept Cash and checks only. No credit cards.

**What you can expect**

* Returns will be processed on a first come first serve basis. *It WILL be necessary to file an extension if we do not receive your tax information by April 1st. (fees apply)* . An extension ONLY allows additional time to file your return, it does NOT extend the time you have to pay any taxes that are/would be due.
* We will provide you with a **draft copy** of your tax return(s) for your review before we electronically file. We do not verify the documents furnished to us. You have the final responsibility for your tax return.

**Approximate Fees:**

* ***Simple Individual Tax Return*** *-* **$200** (W-2 only income, Standard Deduction, Federal return & 1 State return)
* ***Itemized Individual Tax Return***- **$270** (W-2 income, Itemized deduction, Federal return & 1 State return)
* ***Individual Sole Proprietor/Single LLC Tax Return***- **$510** (W-2 income, Personal business Schedule C, Depreciation, Federal return & 1 State return)
* ***Individual Tax Return with 1 Rental Property*** - **$510** (W-2 income, Rental property Schedule E, Depreciation, Federal return & 1 State return)
* ***Consultation fees*** - $50/hr

Packages include reviews before and after your taxes are completed. Extensive reviews will be charged accordingly. Additional services can be requested as well. Fees are dependent on the quality and completeness of your records.

**Audits**

If an audit arises, you are responsible for providing the necessary documentation in response to the audit notice. You agree to hold us harmless with respect to additional taxes, penalties, or interest imposed on you by taxing authorities resulting from the disallowance of tax deductions due to inadequate documentation. Fees will be based on time and complexity.

**Tax Return Status**

It is your responsibility to check the status of your return(s) online at **IRS.gov** ”Where’s my refund” or corresponding state website (i.e., NYS). **We are unable to check for you.**

My tax preparation business continues to grow. To assist me, I have two tax specialists, however, I will continue to review all returns. Remember that there are several life events that may impact your tax liability (Marital status, Birth of a child, income changes, winnings, etc.) Also, be aware that older dependents (18+) can affect your deductions and ultimately your refund. Please contact our office for a consultation. Any tax questions should be directed to us at [dave@vanderzeefinancial.com](about:blank) or call (518)-383-2200.

Thank you for your business. We appreciate your trust in us!

Sincerely,



David P. Vanderzee, CLU, ChFC, LUTCF, RTRP

Attachment: Income Tax Organizer