

# The Tax Shoppe

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*We've made it through 2021!* Yup, we're still here fighting to get you the best possible results.

We like to make the process of filing your taxes as painless as possible and do everything we can to save you money.

**WHAT TO SEND US** Please follow these guidelines to ensure expedient and accurate handling of your documents:

- Fill out the enclosed **2021 Checklist** with **current address, phone numbers & e-mail**. This information is never redundant as it is a confirmation that we have all your correct data on file for the current year
- Sign the enclosed **Form 8879** (two signatures required if filing jointly). This gives us permission to electronically file your tax returns. The IRS mandates us to e-file. We cannot e-file without it and E-Filing is FREE!
- For income, we need **copies** of all your W-2s, K-1's and 1099s (Pay stubs do not always give us complete information)
- **Do not send original receipts**; If you like, summarize your deductions, giving TOTALS on the Checklist or a sheet of paper
- Note **any additional dependents** or if you lose a dependent, make a note of it. Just leaving the name off doesn't count. For new dependents, give their name (as shown on their SS card), their SS#, DOB and relationship

\*\*\*\*\*PLEASE SEND THIS INFORMATION TOGETHER IN ONE PACKAGE, DO NOT SEND PIECEMEAL\*\*\*\*\*

**DUE TO COVID-19, WE WILL NOT BE HOLDING ANY "IN-PERSON" APPOINTMENTS.**

**OUR CHECKLIST** is designed to help you organize your income and expenses. Be aware that the IRS has increased its letter audits in the area of itemizations and self-employed deductions. Keep records & documentation for **at least 4 years**. **New info required: Driver's License information for you and your spouse.** Many states are now requiring this information in order to electronically file & prevent ID theft.

**GETTING IT TO US** Send your data via U.S. Mail, UPS, FedEx, E-mail, Fax or bring it in person. **Phil will have phone appointments only.** Our office is conveniently located! It's right off Route 17 and there is plenty of free parking. New clients should schedule an appointment. \*\*\*\*\*You do NOT speak with Phil in order for us to be able to prepare your tax return if we have done your return in the past!\*\*\*\*\*

**PERSONAL PROTECTION PLAN** There has been a huge jump in the amount of correspondence the IRS & State agencies send out to increase their revenue. As a result we've offered this plan. We will respond to any **IRS or State letter audits for the 2021 tax return** which the government may send. The IRS has a 3 year window to audit. The cost is \$29. Additional rates apply for businesses, large Schedule D or rental property schedules. Please see our website for price details. Our response includes any correspondence or three-way phone calls if necessary. Without the Plan, our regular fee is \$150/hour. An average paper audit takes about three hours. We highly recommend this coverage to our clients

**PAYMENTS** We accept Cash, Checks, Credit Cards, or Direct Debit from your checking account. Please remember that payment is due prior to e-filing. The IRS no longer allows you to pay us via split refunds.

**SEE OUR WEBSITE & FACEBOOK:** Check it out! Our website is a treasure trove of information. From links to every State Department of Revenue in the country to the most important current tax tips, there is a lot of tax information there for you. We encourage you to take a few moments to add us to your favorites list.

In closing, let us remind you we are here ALL YEAR ROUND, unlike other offices which close on April 15<sup>th</sup>. We offer: preparation of Individual, Business & Estate Tax Returns, business formations and consulting, corporate startups, small business quarterly tax filings, IRS representation, Offer In Compromise, financial planning & many other matters. Also, don't forget we have a **Real Estate Brokers' License** (we can **lower the sales commission** you pay and/or **reduce your closing cost** with a generous closing gift or check).

**VERY IMPORTANT:** The Affordable Care Act still has implications. You MUST let us know if you and your family had health insurance coverage for 2021 and if it was through the **Market Place** (We MUST have the 1095-A issued from the Market Place in order to properly prepare your return!) More states are now issuing penalties for un-insured taxpayers.

Until we hear from you....hoping 2022 is the beginning of good health and business success for all!  
Happy New Year,

*Phil & The Happy Tax Shoppe Family*