Paice Tax and Accounting, Inc.

120 South State Street, Suite D · Clearfield, UT 84015
Phone (801) 774-0498 · Fax (801) 774-6249 · www.paicetax.com

January 12, 2024

Dear Friend,

The staff of Paice Tax and Accounting would like to extend to you our wish for a happy and prosperous new year. We hope that you had an enjoyable Christmas. Along with the new year comes the preparation of your 2023 income tax returns. We would like to review a few items concerning the upcoming tax filing season.

Tax Law Changes: We did have a few tax law changes this year that primarily deal with retirement accounts and green energy initiatives. **IRAs:** IRA contribution limits have been increased to $6,500, with a $1,000 additional catch-up amount for those 50+. The age to begin Required Minimum Distributions (RMDs) from retirement accounts was increased to 73 years old. **Home Energy Tax Credits:** There are expanded credits available for installing new energy efficient doors and windows, insulation, or installing new energy efficient central AC systems, furnaces and boilers, biomass stoves, hot water heaters and heat pumps. The credit for installing solar panels has also been extended for several years. **Plug-In Vehicles**: There is a maximum plug-in vehicle credit of $7.500. The credit is very limited based on the income of the taxpayer, cost of the vehicle, and where the battery components are sourced and where the final assembly of the vehicle occurs.

Appointments / Scheduling and personnel: This year we have had some changes in personnel. Our longtime associate, Sam Fulton, has decided to retire. We wish Sam the best in his retirement. Dave Paice, Stephanie Harmon and Jordan Peterson are all returning this year. We have one new preparer, Sean Feehan. Sean is an experienced tax preparer and is licensed by the IRA as an Enrolled Agent. Sean holds a Bachelor's Degree in Finance from Florida Gulf Coast University. With the changes in tax accountants, we are still a bit understaffed as compared to prior years. As in years past, we have tried to pre-schedule your appointment close to the date and time that you came in the prior years. Unfortunately, due to the staffing changes, and preparer's schedules, we know that some of you will have changes to your appointment time. We ask for your patience and understanding this year as we make this transition. **A yellow card is enclosed that lists your appointment date / time / and preparer**. ***If you cannot come at the pre-scheduled date and time, please call our office as soon as possible to reschedule a time that is convenient for you. Our phone number is (801) 774-0498***.

In an ongoing effort to keep our clients and staff healthy, we are taking common sense health related precautions like using hand sanitizer and frequently washing our hands. We have staggered our appointment start times to avoid having a lot of people in the waiting area at the same time. ***We also ask all clients to avoid coming into our office if you are running a fever or displaying flu like symptoms. Please avoid bringing children or others into our office who do not need to be at your appointment.***

If coming to an in-person appointment is inconvenient for you, we have an option for you to drop-off your tax documents. You can either drop-off your information in the locked drop-box attached to the front of our building, bring the documents inside and leave them with our receptionist, upload electronic copies of your documents to our online client portal, or mail your information to us via U.S. Mail.

We will work drop-off returns as quickly as possible on a first-come, first-served basis. We will call you with any questions and inform you of the results. We will then arrange to have you either sign your returns electronically or you can come in the office and sign. Payments can be made on our website, or you can pay by phone or in-person at our office. We cannot e-file any returns until the documents are signed and the preparation fees are paid. ***If you would prefer to drop off your information, please call us as quickly as possible to cancel your pre-scheduled appointment to free up our schedules.***

Website: We invite you to check out the features of our website. From our website you can access our client portal to send or receive documents, download electronic copies of your tax returns, make payments, or access many fact sheets and newsletters on a variety of different tax topics by clicking on the tab labeled "*Tax Resources.*"

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Data Security and Client Portal: ***In an effort to safeguard personal client data we have implemented a "no click" policy. We can no longer send or receive documents via email attachment.*** Phishing emails are emails that look legitimate containing attachments. Clicking on one of these attachments could allow a virus or ransomware to be introduced into our computer network. Since it is impossible to tell which emails are phishing scams and which are legitimate, we can no longer open any email attachments.

All electronic documents sent to or received from our office must be sent through our secure client portal. To access the client portal, go to our website and click on the tab labeled "Client Portal." You will need to enter your social security number, (for those who file married filing joint, you will enter the social security number of the person listed first on the tax return.) The first time you use the portal you will need to set up a password. Click on the link that says, "Need a Password or Forgot Password." If we have your cell phone number or email address in our system, (again for those who file married filing joint, this will be the cell number or email of the person listed first on the tax return), the system will send you a temporary password to log in. Once logged in you will be prompted to change your password. If you encounter problems, or if we do not have a cell number or email address in our system for you, call our office and we can manually reset the password.

Preparing for Your Appointment: Please carefully review the enclosed ***2023 Tax Return Checklist*** and use it to prepare for your appointment. **It is extremely important that you come prepared, with all required documents needed to prepare your tax returns**. In a prior year we gave most of you a large black reusable ***Taxfolio*** to use in gathering your tax documents. We encourage you to utilize this resource to avoid misplacing important tax papers. Feel free to bring the ***Taxfolio***, along with all of the "*important tax documents*" you have received, to your appointment and we will sort through it to find all necessary documents. If you do not have a *Taxfolio*, be sure to ask your preparer for one when preparing your returns. If, after reviewing the enclosed checklist, you are missing some of the documents, please call our office and reschedule your appointment when you can come with all required documentation. Our preparers' schedules are very busy during tax season. If we are unable to complete your tax return because you are missing required documents, we will be forced to reschedule an additional appointment to finish the returns. If you need additional help preparing for your appointment, there are several more detailed organizers available on our website.

Children required to file: It is our experience that tax returns filled out for dependent children often include errors. While these appear to be very simple returns on the surface, if they are prepared incorrectly, they could potentially cost you thousands in deductions and credits on your return. These errors could also delay the processing of your return and require your child to file amended returns to correct their filing errors. Our advice: ***Do not allow your dependent children to prepare or file their own tax return, especially college students, and do not prepare them yourself.*** For any dependent child claimed on your tax return, we charge a minimal fee of $40 to prepare their federal and one state returns. This is very small compared to what an incorrect filed return could potentially cost you in tax or preparation fees to correct errors after the fact.

Pricing: We work hard to operate our office as efficiently as possible to be able to keep our prices at a reasonable amount. But our business, just like all other businesses, is experiencing the effects of inflation. We are experiencing dramatic increases in our overhead, labor, and operating costs. As a result, we have been forced to increase our tax preparation fees by approximately 15% over our prior year's fees.

Payment Policy: We require payment for services at the time your tax return is prepared. We accept cash, checks, Visa, MasterCard, Discover, or American Express as payment. Bounced checks may be referred to an outside agency for collection and may be subject to additional collection fees. We will not electronically file or release the tax returns to you for mailing until the preparation fees are paid. If you do not have the money available to pay the fee at the time the returns are prepared, we do have options to withhold our fee from your federal tax refund. There is an additional charge for this service. ***We do not accept post-dated checks.***

Thank you again for choosing Paice Tax and Accounting for your tax preparation needs.

Sincerely,

David W. Paice, EA
CEO, President