Dear Client:

It is time to start **planning for your tax appointment**. While the IRS will not begin processing returns until January 29th, we are ready to begin scheduling appointments NOW. Steve will be spending more time in the North Easton office this year and less time in the Weymouth office. We took a look at our Weymouth clients' addresses and noticed a number of you are actually closer to the North Easton office. Steve would like to encourage you to see him there. All your files and records will be available to Steve, wherever he meets with you. Even though you may not have all your "important tax documents" in hand, we suggest you set your appointment well in advance, as the popular time slots fill up quickly.

It has been virtually impossible to avoid hearing about the **new tax law**. This new law is the most encompassing and complicated tax change since 1986. Explanations of these changes require more time than allowed in television "sound bites". We are striving to understand all of the intricacies of the hundreds of pages of new tax law. Many of the changes will require further regulation for full implementation, and still more will lead to unintended consequences and loopholes. The new tax act will be in flux for a period of time. A considerable number of you have questions regarding the effect the Tax Cuts and Jobs Act has on your personal situation. Remember, it is your personal situation; there are few answers that are the same for each taxpayer.

We are developing a method to **answer all your questions**. As we meet with you, for your tax appointment, we can answer many of the simple questions you may have, just as we have always done. Additionally, we will offer a *Limited Advisory Engagement* for those clients who may require a more involved engagement to review the effect of the changes on their business or rental income, or itemized deductions.

It has been a few years since we have had a price increase. There will be a slight increase in our fee, averaging about $10 per return. Our minimum fee is $75, except for the preparation of <u>student</u> returns at a reduced rate of $45. For those with more complex situations, interested in our additional limited advisory services, we know you find value in our $200 ***Limited Advisory Engagement***. This fee covers the required additional time and investigation needed to calculate future returns by hand. There is no software yet developed to calculate or plan for the effects of the new tax law. If you need further guidance implementing changes, perhaps restructuring your business, EBPI has advisory services available to assist here, as well.

People often ask **what the initials EBPI connote**. Now is the perfect time to explain who we are and what we offer. We are Emerging Business Partners, Incorporated. Our mission is to partner with, and support, small businesses as they emerge into successful enterprises. We do this through payroll, bookkeeping, tax, and advisory services.

Our **Facebook page and website** www.ebpi.com are updated with helpful tax information. You can find checklists and organizers (located in the Document Vault) to help you prepare for your appointment. It is often helpful to review your prior year's tax return as a reminder of items to locate. Some clients with businesses or rental property may find it useful to have a personalized organizer, which can be requested when scheduling your appointment.

Please print any necessary documentation prior to your appointment, as accessing some websites can be problematic during your appointment. Due to strict cybersecurity requirements, we will not be able to insert your flash drive into our computers. If necessary, please download and print or securely email spreadsheets prior to your appointment. For your protection and ours, do not email us any documents directly. Use the upload link on our website, or the link provided at the bottom of our emails for the purpose of maintaining your privacy. We will not be able to open any attachments not sent to us through these links.

Other **items to bring to your appointment**: social security cards for new dependents, any foreign bank account information, cancelled checks for estimated tax payments, a voided check for direct deposit verification, new daycare tax identification numbers, your business mileage log (keep your oil change receipts or your inspection print out as proof of miles travelled during the year), and proof of charitable contributions. Parents of college students should bring Form 1098T (mailed to the student) and the January through December billing statement from the school to receive education tax benefits. We have links on our website to donation valuation guides or you can download a free app..."It's Deductible". You will need a receipt containing a list of items donated and their value in order to take a deduction.

Your referrals remain our best form of advertising. You can help your friends and yourself by referring them to us. As always, your friends receive $25 off their fee and you receive a check for $25 for each new client we see! Each referral enters you into our monthly prize drawing too!

We hope you all had a great holiday! Now, it is time to gather your documents, visit our website, check your calendar, and give us a call...today! 1-800-233-0072

Regards,

Steven J. Haynes, EA and *Cheryl A. Morse, EA*