



www.ACT-CPA.com ~ 508-230-8756 ~ 50 Oliver Street, Suite 215, N. Easton, MA 02356

## *Prepare for Abundant Blessings in 2024!*

Dear Tax Family –

Dream Abundantly Big for 2024! It is going to be a record-setting year in my opinion.

It should be a similar tax year federally for most people and good news for my MA residents could see a decrease in their taxes based on various tax law changes. MA residents can take a charity deduction (even if you don't itemize for federal). Please provide receipts from the charity because this will be a highly audited deduction by the state of MA.

If you have made any household improvements in 2023 that helped save energy and plan to take the energy credit deductions, you will need to provide the extra documentation.

If you have any purchases or sales of Crypto or NFTs, please note that these have complex tax requirements, and you will need to schedule time with me.

If you started a business in 2023, please schedule a call to review your bookkeeping system with me.

If you received any 1099-K from cash apps like Venmo, Cash App or PayPal, please provide us with the reason for the income and why it may not be taxable.

Please review the "Tax Preparation Procedures" for 2024 for step-by-step plan for your 2023 tax return preparation.

We are looking forward to serving your tax, accounting, and coaching needs in 2024!

Blessings of Abundance,

*Debbie*

**Deborah R. Bowman, CPA**

**FIRM EMAIL: [wecare@act-cpa.com](mailto:wecare@act-cpa.com)**



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## **Tax Preparation Procedures in 2024**

- Please provide your tax documents by **March 15, 2024**. After this date your return can be put on extension.
- As you know, we prepare the returns on a first come first serve basis and sending in your taxes later means a longer preparation time.
- Please pick a deadline on your engagement letter. We want to spread out the work to have a better work life balance for myself and staff. Attention to detail and accuracy is an extremely important value to our firm. Spreading out the work will create a healthier work environment for all.
- **IMPORTANT DATES**
  - 4/15 is the deadline for tax payments and filing an extension.
  - 10/15 is the deadline for filing a return (when on extension) and if you owe taxes.
  - If you are in a refund position, you have three years to file your return with no penalty.

### **When you have all your information gathered, here are your choices:**

- you can upload it to our new Two Factor Authentication (2fa) Secure Portal (watch for an email or call the office), or
- drop it off at the office with an appointment, or
- use a mail service that will track the package.

### **Checklist of items needed to prepare your taxes:**

- ACT CPA Engagement Letter & Tax Worksheet (enclosed) – fill out and sign
- If you are a new client, please provide a copy of last year's tax return
- Your Official Tax Documents – W2, 1099s, K1s, 1099-B, 5498, 1098 etc.
- Provide your worksheets for Sch C or Sch E or official bookkeeping records (unless we do your books)
- Provide your worksheets for office in the home
- Provide your 1099-G for unemployment or state refund
- Provide Charity Donations receipts (only if you itemize or live in MA)
- Provide your healthcare information Form 1099-HC and if purchased through the State Marketplace, Form 1095-A
- Provide any gambling W-2 Gs and applicable losses in the same year proof
- Provide additional information on our tax worksheets (see website) or your own format
- Provide your retainer payment via a check payable to: "ACT CPA INC" or complete the E-PAY Form

### **IMPORTANT INFO:**

[WeCare@act-cpa.com](mailto:WeCare@act-cpa.com) is the firm email address and we prefer you use this email.  
If you email deb's email address, it could take longer for someone to get back to you.  
Our old online portal's files will remain accessible until 1-31-24.  
We only have a general mailbox for voicemails.  
508-230-8756 is capable of texting now!

We look forward to making your life less taxing!