



New Year's Greetings To All Our S Corporation Clients!

- S Corporation Tax Return **Due Date** - Friday, **March 15, 2024**
- If you go on **Extension**, filing deadline is - Monday, **September 16, 2024**
- Tax Returns will be prepared on a ***First Come, First Served*** basis, assuming all data has been received

WE WILL BEGIN WORK ON YOUR TAX RETURN WHEN WE HAVE ALL OF THE FOLLOWING COMPLETED AND RETURNED TO US:

- ***Client Information Review Sheet*** – Please review and correct as needed
Please choose your Client Copy Format & Sign
- ***Tax Preparation Questionnaire*** – Please review and respond, providing any requested documentation
- **Future Depreciation Report** – See *Questionnaire*, #13
- **Forms W-2/W-3 for the Officers**
- **Clean *Financial Statements* or access to the *QuickBooks* file that is ready for tax preparation**

PLEASE NOTE: *To increase our efficiency and lower your cost, please deliver all your requested data at one time AND respond quickly to our questions and data requests.*

~ We look forward to working with you. Please let us know of any questions ~

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