

Denman, Hamilton, & Associates, CPA, PLLC

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January 1, 2014

Dear Clients:

Tax season is just around the corner! If you need a tax organizer, please contact us at 501-312-9491 and we will be happy to provide you with one. We have attached to this letter a checklist of information that most people will need to supply to us. The earlier in tax season we receive your data, the faster the turnaround time will be.

Monday, March 24, 2014, will be the last day we will be able to accept information for tax returns to be completed by April 11, 2014. The earlier you provide us with all of the required information, the more time we will have to assemble the necessary facts, review the returns, and give you every benefit of our knowledge, to which you are entitled. Any client bringing in information after March 24, 2014, will automatically obtain an extension of time to file. If you do not have your data to us by this time, you are responsible for contacting our office to have us prepare your extension.

If you want your refund to be direct deposited into your account, we need to be provided with a current check at the time you provide us your tax data. The many bank mergers and consolidations may have changed the bank routing number on your account. We need to receive a copy of the check at the time you submit your tax return data to us. This helps ensure the accuracy of the direct deposit and reduces processing time.

Payment is due when services are rendered. In order to keep our collection and administrative costs to a minimum, we expect payment at the time you receive your tax return. This is the customary practice for professional service providers in this area. For your convenience, we accept cash, check, Visa, MasterCard, American Express, and Discover Card. **We will not allow completed tax returns to leave our office or be e-filed until the balance is current.**

A service agreement is enclosed, which clarifies the nature and extent of our services to be provided. After your review, please sign, and date and include with your tax information. **We must receive the signed service agreement before beginning work on your return.**

Please plan to pick-up your tax return no later than 5:00 PM on April 11, 2013

Your prompt return of your tax data and engagement letter will enable us to prepare your 2013 income tax returns in ample time for your review and to file them timely. We particularly want to avoid last minute hurry and pressure. Your cooperation will be greatly appreciated. If you have any questions about the organizer, please do not hesitate to contact us.

Sincerely,

The Staff at Denman, Hamilton, & Associates, CPA, PLLC

Please bring all your tax information in at one time, we cannot begin work on your return without complete information. The following list will help you to collect this information.

TAX INFORMATION CHECKLIST

- ✓ Birth dates and social security numbers for itself, your spouse, and all dependents.
- ✓ Current address and all phone numbers, fax numbers, and email addresses
Where we may reach you.
- ✓ W –2 Forms from each employer.
- ✓ 1099 Forms for interest, dividends, non-employee compensation, etc.
- ✓ 1098 Form for mortgage interest, or miscellaneous interest.
- ✓ K-1's when applicable.
- ✓ Cost information for any property or securities sold during the year, including closing and brokerage statements.
- ✓ Vehicle mileage for vehicles used in a business or farm. Please include separate total mileage, business mileage, and personal mileage.
- ✓ Blank voided check for the bank account you want your refund automatically deposited in. **If a check or signed statement of your account number is not enclosed, we will have any refund mailed to you.**
- ✓ Personal Property Taxes & Real Estate Taxes
- ✓ **Service Agreement**

Note: An extension only gives you an extension of time to file the return, not to pay the taxes owed. If you have a balance due and pay it after April 15, 2014, you will be assessed penalties and interest by the IRS and State of Arkansas. If we contact a taxing authority to negotiate a penalty reduction, you will be billed for our time.