

BUSINESS CLIENT ANNUAL LETTER FOR 2022 TAX RETURN

Dear Business Client,

I hope this letter finds you and your partners/employees/co-workers doing well. My employees will be here working behind the scenes at various hours. The front door will be locked unless you have an appointment in advance. We need to utilize our time wisely in order to be more efficient for you and all of our clients.

Major changes have occurred this year for equipment purchases and new loans. The IRS requires for example that you have both physical possession and title to an asset before we can depreciate it. We want to make sure you are in compliance, so we will need copies of invoices and loan documents for any equipment you buy and borrow (**or lease**) the money, so please also provide us with loan and lease copies for anything you acquire this year.

We also want to remind you to make sure that your corporate minutes must be maintained on an annual basis-we do not maintain these forms for you, they are maintained by the officers of the corporation. Of course only S and C corporations are required to maintain minutes, LLC's have no such requirement.

If you hired any new employees this year, make sure to obtain a completed Form W-4 and new hire registration before paying their first paycheck.

If you hire a sub-contractor, make sure to obtain a completed W-9 and workers compensation insurance certificate before paying them.

HOW TO GET YOUR DOCUMENTS TO US? PULL OUT FRONT AND DROP IN THE DROP SLOT IN THE FRONT DOOR, MAIL IN BY PRIORITY MAIL, OR SCAN YOUR PAPERS TO OUR LINK.

EMAIL US AT INFO@MELISSAWETZELCPA.COM WITH QUESTIONS OR TO ASK FOR OUR LINK.

IF YOU CALL IN – LEAVE A DETAILED MESSAGE IF WE ARE UNABLE TO ANSWER THE PHONE AND WE WILL GET BACK TO YOU.

We understand each business client has their own procedures on gathering information. Please continue with your own procedures, but read the attached Annual Business Tax Information Checklist to see if anything pertains to your business. We want to do a good job for you and we can only do it with your complete cooperation.

We look forward to working with you this tax season to complete your tax return in a timely manner.

Sincerely,

MELISSA M. WETZEL and Staff
CERTIFIED PUBLIC ACCOUNTANT