

It's again time to begin compiling your tax documents for the upcoming tax season. We have posted the following documents to your Tax Caddy account, for which you would have received email notifications. Please review each document thoroughly. To begin preparing your return, we will need the engagement letter signed and the questionnaire fully completed.

- Engagement letter
- Questionnaire
- Beneficial Owner Information Letter

Please review the list of documents in the Document Request List, and upload documents or send electronic copies. The documents must be received by our office no later than **March 15, 2024**. Any information received after that date will likely require an extension of time to be filed for your returns. You are also welcome to email your documents to me securely via [ShareSafe](#) (link available underneath my signature on all emails), upload them to your account on the [secure client portal](#), or fax them to my attention at 415-398-0385.

We request all documents be shared with us digitally as PDFs wherever possible, since jpeg or photographs of your documents require more time to process. There are a few free tools that can be utilized to scan your documents from your mobile device. On your iPhone, you can use the Notes app to scan documents. Simply start a new note, then click on the camera icon and choose "Scan Documents". Another option is a free app called CamScanner. If you need to send hard copy documents to our office, please send photocopies of your tax documents only as we will be destroying any hard copies mailed to us after retaining them electronically for our records.

We have also posted a **Beneficial Ownership Information Reporting** letter to bring your attention to a new reporting requirement under the Corporate Transparency Act (CTA) mandating certain entities (primarily small and medium size businesses) to report "beneficial owner" information to the Financial Crimes Enforcement Network ("FinCEN"), as well as company applicant information. Penalties for noncompliance are significant so please read the letter carefully and reach out to your legal counsel if you have questions as to applicability to your situation and compliance required.

Also, please strongly consider creating an online account with the IRS and the Franchise Tax Board, and with any other states that you file, so that tax payments and tax records can be easily accessed by you. This will make confirmation of your payments much more efficient.

Finally, please ensure you bring your account with our firm current as we cannot begin work until it is current. Our admin team can assist you with any questions you have. Please contact them by email at billing@sbpcpa.net or call our office at 415.398.5900.

Please contact me if you have any questions. I look forward to working with you this year.