

December 2019

To Our Valued Clients:

We are approaching year end, and we will soon be into another tax filing season. We just wanted to take this opportunity to provide you with some useful information.

Billing Policies - Invoices are due upon receipt. Service charges will be assessed after 30 days.

Payment Options

- **Check, Cash, Credit or Debit card**
- **Secure Payment Website** - Credit, debit or ACH transactions that you initiate - <https://securepayment.link/feldschumacher/>
- **Bank Debit:** We can process a direct withdrawal from your bank account if that is preferable.
- **Auto Payments:** We can setup credit card or bank debit payments on a specified monthly date.

Tax Organizers - Enclosed is a tax organizer that may be helpful in assembling your information that we will need to prepare your 2019 individual income tax returns. Please fill out the organizer and return it to us by February 28, if possible.

Electronic Filing - We are mandated to electronically file all eligible tax returns.

Direct Deposit/Withdrawal - If you would like to have your refunds direct deposited or amounts due withdrawn, please complete Form 4A of the Organizer.

Sending Information to Third Parties - Due to the IRS Privacy Policy, we will no longer send information to third parties without your written consent.

Documentation - *Your original documents will be returned to you with your income tax returns.* The documents listed below, are a **guideline** of the forms we need from you. If you have information you are unsure of, please enclose or list on a summary sheet. Please do not forward to us cancelled checks or any receipts. These amounts should simply be listed in the organizer or on your own clearly labeled summary sheets. You should retain the cancelled checks and receipts with your tax return for a period of at least six years.

Late Documentation - Please send your documents as soon as possible. We cannot guarantee that returns will be filed by April 15th if we receive your information after April 1st.

Information Returns: You should receive most of the following returns from payors by February 15th. Please enclose these forms with your tax information.

- Wage Statements from Employers (Form W-2)
- Dividend Income Statements (Form 1099-DIV)
- Interest Income Statements (Form 1099-INT)
- Miscellaneous Income Statements (Form 1099-MISC)
- Statements of Retirement Plan Distribution (Form 1099-R)
- Proceeds from Real Estate Transactions (Form 1099-S)
- Proceeds from Broker and Barter Exchange Transactions (Form 1099-B)
- Mortgage Interest Statement (Form 1098)
- Social Security Income (Form SSA-1099)
- Long-term Care Benefits (Form 1099-LTC)
- Distribution from HSA or MSA (Form 1099-SA)
- Qualified Education (Form 1099-Q)
- Tuition Statement (Form 1099-T)
- Gambling Winnings (Form W-2G)
- Health Insurance Marketplace Statement (Form 1095-A)
- Health Coverage (Form 1095-B)

Other Information:

- If you have an investment in an S Corporation, LLC, or Partnership, enclose Schedule K-1s from each entity.
- Statements regarding tax exempt interest (municipal interest income) received during the year.
- If you sold real estate, please enclose the closing statements for both the purchase and sale.

Electronically Signing Return

Once again you have the option of only receiving an electronic copy of your return. You would review your 2019 tax return and sign Form 8879 via the internet using an electronic signature (eSign) application. Your signature on Form 8879 authorizes our firm to electronically file your individual income tax return. You will be able to review your tax return, electronically sign Form 8879, and return the signed form to us from a computer, laptop, notebook or tablet, using a mouse or stylus pen. After electronically signing, you should download and save a copy of your tax return and the signed Form 8879. No hard copies will be issued.

Here is how the process will work:

- You will receive an email from our firm advising you that your return is ready for review and asking you to sign the Form 8879. ***If “Married filing jointly”, we need separate emails for both spouses.***
- You will click the designated link at the bottom of the email to access your Form 8879 and tax return.
- You will have to identify yourself by answering three Knowledge-Based Authentication questions.
- After identifying yourself, you can then electronically sign Form 8879 and click the *finish* button to send the signed document to our firm.
- After signing is completed, you will receive another email from our firm letting you know you can download your copy of the tax return and signed Form 8879. Click the link in this email to download a final signed copy of your Form 8879 and a copy of your tax return.

We appreciate this opportunity to serve you and hope you will contact us whenever you have a tax or financial planning question.

Sincerely,

FELD, SCHUMACHER & COMPANY, LLP