



Corporate clients - Please make your year-end appointments now. If you need a bonus, please let me know by 12/31/22. Corporate appointments need to be made prior to Jan 15th before tax season starts to go over 2022. This is not your tax appointment.

If you need my office to issue your 1099, we will need them by 1/15/2022. Last year many of you sent them late which is not fair to my staff getting ready for the start of tax season. Please be prompt.

As you all know, the price of living and running a business is still increasing. We had some issues last year which made pricing structure inconsistent for some. This has been resolved and many of you will see a new increase in our fees.

Payroll and bookkeeping clients - I will also be adjusting your monthly fees and notification will be sent by email. That is not all of you so please wait to see if you get an email from myself or Lauren.

Again, I am not taking on any new clients. Please do not refer (or beg). While I love you all, we do not have the capacity for new clients at this time. I am happy to provide a referral to a trusted source if needed. Please email us for details.

Due to some technical issues with my old Bellsouth email account, I am recommending that everyone use my Gmail email address going forward. Please update your contact list and emails to send mail to [sunsettaxservice@gmail.com](mailto:sunsettaxservice@gmail.com)

I have a very limited "sit down" appointments times remaining so please make your appointment soon. You can always Email, Drop off, Mail or Fax your documents.

*Happy Holidays and Warm Wishes*

*Michelle*

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