

Dear Valued Client,

As the holiday season approaches, we at Sunset Accounting & Tax Services, Inc. extend our warmest wishes to you and your loved ones. We hope this message finds you in good spirits and health.

To keep you informed about key developments and services, we invite you to visit our website for the latest updates: <https://sunsetaccountingservices.com>.

Appointment Availability: Our schedule is nearly full, but we are still accepting document submissions via drop-off, mail, fax, or email. For security reasons, please note that direct deposit information cannot be accepted via email. We kindly request that you call our office to provide this information, ensuring the security of your refunds.

Deadlines for Tax Documents: Please be reminded that 1099s and W-2s need to be filed by January 31, 2024. We urge you to submit your information by January 15, 2024, to allow sufficient processing time.

Corporate Clients: If you require a year-end review or need to issue bonus checks, please contact us via email or phone.

Corporate Transparency Act: Starting in 2024, the new Corporate Transparency Act mandates the registration of beneficial ownership information with the FinCEN division. For detailed information beyond the scope of this newsletter, please contact us via email. Further details are available at <https://www.fincen.gov/boi>.

Bookkeeping Clients: We request the prompt submission of any outstanding bank or credit card statements.

Tax Filing Season: The IRS is expected to open the tax filing season on January 18, 2024. We welcome you to send us your information or schedule an appointment after this date.

Office Hours: Our office will be open Monday through Friday from 9:15 AM to 7:00 PM and on Saturdays from 10:30 AM to 1:30 PM. Please note that we are closed on Sundays.

Pricing Adjustment: In response to the evolving economy, we have adjusted our pricing structure. Single filers will see an increase of \$10.00, and married filing jointly will increase by \$20.00. This adjustment is part of our ongoing effort to provide exceptional service while accommodating economic changes.

We appreciate your understanding and cooperation in these matters. Wishing you a joyous holiday season and a prosperous New Year.

Best Regards,

Michelle K Smith

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