

January 8, 2024

Dear valued client,

I hope you had the Merriest of Christmases, and we wish you a year full of blessings in 2024! First, let me start in saying I am sorry that due to two retirements and Branden moving, we were unable to accommodate all our clients last year and had to turn away clients in April. But great news...Branden is back and ready for in-person appointments! Kim is also back this year and looking forward to long-term relationships with the clients that got to work with her last year.

To save time and ensure accuracy for any changes you may have had since last year; we ask that you complete the enclosed intake/interview sheet and bring it to your appointment or include it when you provide us with your documents.

Again, this year we are trying to be flexible to accommodate our clients' specific needs and preferences, making the most efficient use of our short season and respecting your precious time. The three of us also have different ways we feel we can best serve our client's needs.

In addition to individual returns, Kim has a background in business accounting, payroll, bookkeeping and preparing business returns for partnerships, LLC's, and S-corporations. Kim schedules mostly in-person 60-minute appointments. You can drop off ahead of time or schedule a follow up for business returns and more complex returns that cannot be finished within the hour.

Branden has 9 years of experience here at APS specializing in individual returns including small businesses and rental schedules. Branden sets mostly 30-minute appointments in early season, longer ones later, and may arrange for follow up if necessary. He also encourages the use of our client portal for document and information exchange.

Both Branden and Kim have bachelor's degrees in accounting and are working towards their IRS Enrolled Agent Status and both are taking new clients so please feel free to recommend them to your friends and family. You may be able to use the self-scheduling link on our website www.apssiouxland.com to schedule 60 minutes with Kim or 30 with Branden. If you are scheduling online with Kim, please make sure if you have more than one return you make a 60-minute appointment for each return. This feature is not compatible to schedule with Angie.

With the management of the business, working out of two locations, active kids, and Ashley to assist, I (Angie) would like to continue what we started last year by encouraging everyone who can to provide us with documents 4-5 days ahead of time. (see below for important document sharing information...please do not send sensitive information over regular email) and then schedule a 15-30 minute follow up via phone, virtual meeting or in person. Or you can bring your documents to us for a shorter drop off appointment, we can discuss anything necessary and then get back together briefly when finished – either in person or phone. These 15-30-minute appointments are included as part of your tax prep fee. If you would like to schedule a longer more consulting appointment, I am happy to answer any questions you may have, however the seasonal hourly consultation rate is \$200 per hour (an extra \$100 for a full hour) or we can schedule an off-season consultation at \$150 per hour. This allows me to spend more time double checking accuracy, analyzing unique tax situations and answering questions during your appointment rather than data entry. I feel like this is a better use of time for both of us and reduces opportunity for errors under pressure of time constraints.

If you are not sure who you should work with, or if you are having trouble with the self-scheduler and/or do not know how much time you will need, please call our office and Ashley will be happy to assist you. When making your appointments, please let Ashley know which preparer you prefer to work with or if you just want first available and some indication of the complexity of your return and if you will be wanting additional time for particular questions and/or consultation. We can assist you with answers regarding payroll withholdings, managing refunds/balances due, retirement planning both contributing and withdraw strategies and other tax implications for family and life situations. If you would like to have these conversations during tax season, it is nice to plan enough time during your appointment, or you can always reach us after season. We can do signatures and payment electronically.

Document Submission: You can submit your documents either by drop off, mail or upload to Secure File Pro, our secure integrated information sharing portal. **For your safety, please do not send us sensitive information over plain text or unsecure email...for electronic submission please use our secure portal.** It really is super easy. You receive an email from us, you create a password, you snap pics of your docs straight from your phone, (then delete them off your phone), choose your preparer and upload. If you are needing a portal invite or to activate your current portal, please call Ashley, email ashley@apssiouxland.com or text 712-224-2942 with your current email and name. You can also upload without an account by going to www.apssiouxland.com and uploading to our guest exchange.

We do ask that you make your best effort to wait to upload until you are fairly certain you have all your needed documents and send them all at one time. If you do not have a specific preparer, just choose Ashley as your preparer during upload.

Legislative Tax Changes: As usual, we are AGAIN facing an extensive list of tax changes for 2023 tax year. For more details check out our website at www.apssiouxland.com. The latest updates should be posted by January 15th. The biggest and most talked about is the increase in IRS budget to hire new agents. **Audits WILL go up.** If you so wish, **we are offering optional audit protection for an additional \$75.** We will not be pushing this, so if you are interested, please let us know when you send us your information.

Fees: I want to be upfront, as with everything else our fees will increase. In addition to basic inflation the other factors driving up fees are the complexity of constant new tax changes, electronic data protection, liability, IRS threat of preparer penalties along with professionals retiring faster than they are being replaced. Below is the new minimum fee schedule. The average return will see a roughly \$50 increase. The larger increases will be on EIC, rental and business schedules and business and estate returns. We will also be charging a minimum fee of \$100 for preparing the returns of client's dependent children. There is an option to file for \$25 online through a link on our website www.apssiouxland.com and at the bottom of the page click 1040.com.

Minimum Fees:

Basic 1040 Return: \$200

States: \$25 per

Itemized Deductions: \$50

Dependents: \$100

Earned Income Credit: \$100

Small Biz Sch C: \$200

Investments Sch D: \$75

Rentals on Sch E: \$150 + \$50 per additional

Farm Sch F: \$200

Fee from Refund \$61

Partnership/LLC form 1065: \$550

Corp 1120-S: \$700

Estates and Trusts: \$450

Hourly Rate in season: \$200/hr.

Audit Protection: \$75

If you have concerns about the fee increase, The IRS's Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) offer free basic tax return preparation for individuals who qualify based on income for their services.

Looking forward to seeing you soon!

Angie Anderson, Ashley Ross, Kim Rose Branden Henneous

www.apssiouxland.com

Sioux City: 712-224-2942

Cherokee: 712-225-9027