

Foucalt & Associates, P.C.

(Formerly the Office of Peggy McQuitty)

Certified Public Accountants

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North East, Maryland 21901

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Income tax time is here again and we look forward to seeing you again this year. Generally, returns are prepared on a first-come, first-served basis. If you have an urgent need for your return, please let us know. We will do our very best to help you meet any deadlines you may have but if we have to stop other work to fit in your return there will be an expedited preparation fee added to your regular fees of 25 percent. To assist us in helping you file by the deadline, we ask that you deliver your information in time for us to prepare it efficiently and accurately. This may include sending us your tax information even if an item is missing, such as a broker's statement or Schedule K-1. We strive to achieve the best results, which takes time. Accordingly, we request that you have your information in our office as outlined below.

	<u>Return Due Dates:</u>	<u>Document Deadlines</u> <u>(Should be received</u> <u>no later than)</u>
Individual Returns & FBAR (Foreign Bank Account Reporting)	April 15 th October 15 th (extended due date)	March 15 th September 15 th
Partnership & S Corporation Returns	March 15 th September 15 th (extended due date)	February 15 th August 15 th
C Corporation Returns (December 31 Year End)	April 15 th October 15 th (extended due date)	March 15 th September 15 th
Trust & Estate Returns (December 31 Year End)	April 15 th September 30 th (extended due date)	March 15 th August 30 th

Many taxpayers are fearful of filing an extension. Please note, there is nothing to fear. All that is required is that you pay any tax due and the extension is automatic. As long as you pay your liability or are getting a refund there are no penalties. There are benefits to filing an extension such as less pressure and more time available to gather and compile your tax return information. We have clients who used to be anxious about meeting the April 15th deadline. Once they went on extension the first time they were more relaxed and felt less pressure knowing they had the additional time to receive and gather their tax information and submit their paperwork.

**** Please be sure to bring or mail any tax notice(s) that you received during the year ****

For 2019, our fees for individual tax preparation services will be based on standard charges per form, schedule and election and our MINIMUM fees to prepare a basic non itemizing individual federal and one state tax return in this office is \$175.

In addition to our charge per form, our fees will also include a charge for “accounting services” necessary to compile business, rental property, stock sale or multiple charitable contribution detail to prepare your return at a rate of \$150/hour billed in ¼ hour increments. All invoices are due and payable upon presentation of completed tax returns.

Please be sure to read, sign and return the 2019 Tax Service Engagement Letter with your tax information. Our professional standards require that we obtain this engagement letter **prior** to completing your tax return. Feel free to contact our office at (410) 658-0447 if you have any questions or need further assistance.

We look forward to working with you this year and appreciate referrals to friends, family and business associates.

Sincerely,

Foucault & Associates & Staff

(Emily, Amber, Stephanie, Dee & Jeff)