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Anxious to see what 2024 has in store!

I am planning to run this tax season similar to the last few years. You may set your appointment in person, drive-up, phone, or without needing an appointment, you can send your information in at any time. You may submit your documents via email, fax, US Mail or drop off in the locked, drop-box on the porch at any time. I am scheduling in person meetings 9-6 Mon-Sat, to allot me time for returns that are submitted remotely. I do have a secure link that I can email you to complete your organizer and upload your documents and DocuSign is available for electronic signatures. (see Secure link info below) If you drop off your data, please make sure it goes in the locked box and please do not leave it unsecured on the porch table or inadvertently put it in the "outgoing" US Mail tub.

*As a reminder, **I DO NOT TEXT, my phone is a landline only**. You may reach me via telephone or email.*

My assistants generally answer the phone during tax season, they can answer general questions and get messages to me for more complex issues. Your invoice is due upon completion of your tax return. I do not have access to your refund and do not take my payment directly from you. I accept cash, checks, all major credit cards, PayPal, Venmo, Cashapp and Zelle. These options will be noted on your invoice for your convenience.

I do want to mention, that as much as I appreciate you wanting to refer me to your friends and families, I am currently at capacity and not accepting new clients at this time. As always, I appreciate working with you each year.

DROP OFF FORM AND ORGANIZERS ARE REQUIRED - SECURE LINK AVAILABLE

Please complete the yellow drop off form and your organizer and drop it off with your tax documents.

If you would like a Secure Link to upload and complete electronically, email my office.

SECURE LINK

If you have used your Secure link from me in the past, you will login to your same account. Please make sure you change the year you are uploading to 2023 in the top, right corner. Website is Link.intuit.com

SCHEDULING & GENERAL HEALTH PROCEDURES

I will be scheduling in person appointments M-Sat 9-6 p.m. Please see opening paragraph for all types of appointments. You may come to your in person appt. if you are not sick. I define "sick" as you have had any cold, flu, covid like symptoms in the 7 days prior OR anyone in your household is currently having symptoms. This year I have an immune compromised person in my household and would like for you do one of the following options below if you meet the above definition:

1. Reschedule or convert your appt. to a "drive-up" or "phone" style meeting. 2. Cancel and drop off your documents at anytime convenient for you, once you are feeling better. 3. Submit your documents electronically and inform me if you would like a follow up call. **I no longer have a waiting area inside of my office.

If you arrive early or I am running behind, please wait in your car or there are some comfy seats on the porch.

PAYING YOUR TAX BILL 1040V VS. 1040ES and State Forms

If you have a balance due to the IRS or FTB for the year, I enclose a payment voucher to each entity, paperclipped to an addressed envelope. Current year tax balances are always due in full. I do not have the ability nor the authorization to set up a payment plan for you for current year taxes due. I am required to give you 1040ES vouchers with certain bills. Please pay attention to the year on the vouchers you are sending payments with. I had several folks this year use the current year "estimates" thinking it was a convenient payment plan for their tax bill.

ACA HEALTHCARE MANDATE AND FORM 1095A

If you are using Covered California Healthcare Exchange for your health care plan, you will have a Form 1095A. I need this to reconcile any advanced Premium Tax Credits given to you during the year against your 2023 actual income. We cannot pass E-File Authentication without doing this step. Please obtain this form from your online Covered California account, in the internal "inbox". These generally are not mailed to you.

NEW RMD AGES 2023 and Later

Taxpayers born before 7/1/1949 had to begin RMD's at age 70 1/2. For those born between 7/1/49 and 12/31/50 they are to have begun RMD's at age 72. New for 2023+ it is now age 73 for those born between 1/1/1951 and 12/31/1959. It will then go to age 75 for those born on or after 1/1/1960. With all of these years and ages changing, please make sure you are taking your required distributions to avoid penalties for missing them.

STANDARD MILEAGE RATES 2023

Business miles are paid at 65.5 cents per mile.

Medical miles are paid at 22 cents per mile

Volunteer miles are paid at 14 cents per mile

CA ELECTRONIC PAYMENT REQUIRED FOR LARGE BALANCES DUE

If you owe >20k in tax or estimates or have a tax liability >80k these must be paid electronically via FTB Website.

IDENTITY PROTECTION PIN NUMBERS AVAILABLE TO ANYONE

An IP Pin is a 6-digit number you will receive every January to elongate your SSN for filing tax returns.

This allows returns to process without delay and can prevent the misuse of your SSN.

I will need your new number assigned each year. The website is listed below to apply for or look up your number.

<https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin>

1099K RULES FOR VENMO AND OTHER THIRD PARTY NETWORKS

The reporting requirement has changed from total transactions exceeding \$20k to \$600. This is true for "business" accounts with Venmo, eBay and other platforms like that. If you have business accounts open and accept payments via them, please check your "Tax Forms" tab in your accounts for Form 1099K. Amounts on 1099K need to be on your tax return as it has been reported as income to the IRS on your behalf.

REMINDER TO S-CORP ON PAYING WAGES TO OFFICERS

IRC defines reasonable compensation as "the amount that would ordinarily be paid for like services by like organizations and circumstances". If you purposefully keep your W2 income lower than industry norms, you could be liable for payroll taxes and penalties. Remember, as an S-Corp you are trying to maximize your QBI by keeping your W2 & K-1 pass through income as close to equal as possible. Your QBI (qualified business income deduction) is 20% of your W2 or K-1 income from the S Corp, whichever is LOWER. The 20% deduction is taken before fed and CA tax is calculated. Don't cheat yourself out of a great deduction and put your S-Corp at risk of penalties.

HEAD OF HOUSEHOLD/DEPENDENT QUESTIONNAIRE REQUIRED

If you are claiming dependents on your return as a HOH filer, or intend to claim credits for CTC, College Tuition Earned Income tax credits for 2022, I need the portion that applies to you on the back side of the yellow insert filled out and returned with your documents.

AUDIT REPRESENTATION POLICY

The IRS has 3 years from the close of a tax year to call you in to show your documentation used for filing your return. Efile returns have less than 1% chance of being pulled, however, should you get a notice you need to be prepared. The most important thing to have is good records, especially if you are self-employed. You should be storing your tax records for 3-7 years depending on what type of return you filed each year. My audit representation policy remains the same as the past several years and most of you have signed an annual disclaimer that you will maintain proper and provide them to me in an organized fashion. If necessary, I will review and attend your audit. If it takes me two hours or less to prepare, there won't be any fees for this. Documents or issues arise that you did not initially disclose to me that requires return visits to the auditor, will be billed separately at \$60/hr. What I have seen over the years is that the IRS is banking on taxpayers not having kept proper documentation to support their deductions. This turns into revenue for them and a big headache for you. Do yourself a favor and organize a complete set of documents each year. This includes bank statements and receipts for business and rental expenses. If you have receipts on the paper that fades, tape them to a piece of paper and make a photocopy while they are legible. This is a great way to ensure you can keep more of what is yours!