

I hope you are having a great holiday season. Believe it or not, tax season is...right around the corner. I am including important instructions for you in this email. Please read it before tax season begins. I look forward to working with you this year and having a successful 2026 tax season. Below is a secure link to upload tax documents that you may begin using after Jan. 1, 2026 for tax documents. If you are sending tax documents via email attachment, please use a separate email and do not reply to this email with tax information or attachments. There will only be in-person investment management client meetings from 1/10-4/15 to allow for timely filing of your tax return. If you have investments you want my firm to manage, please let me know and I will set up a time to meet during that time. Otherwise, online uploading/mailed tax documents is required, and **a \$150 charge will be added for any physical handling of tax documents during the tax season.** Our fee for tax preparation generally runs at \$300/hr. If you choose to accept the extra charges for physical document drop off, the only location that will accept them is the Wakefield office. The address is below.

Sending In Tax Documents

There are three main methods of getting tax information to me. If you choose one of the first two online methods below, there are several applications on devices in addition to a scanner that will take photo images of documents. You can simply use your camera app on your phone or search for a scanner app. Also keep in mind that most tax documents can be downloaded online from the source that issued them, then uploaded as a PDF. **You can also retrieve your online (PDF) wages and income transcript (<https://www.irs.gov/individuals/get-transcript>):**

- 1) Online Upload: I have already created a secure link through which to upload your tax documents and notes necessary for me to complete your return. This link is secure and encrypted with the highest possible encryption:

<https://www.dropbox.com/request/29ulvIMxIV5I0PSc2LoJ>

- 2) Email: Given the high level of encryption inherent in most email applications, if you simply attached the documents as a PDF or other attachment, they would safely get back to this email address here. However, as stated above, please send a separate email to brian@eddycompany.com for document attachment and tax info.
- 3) Mail/Drop Off: If you choose to mail in your documents, please use the mailing address here. Again, there will be additional charges for handling and scanning your documents. First class mail should suffice if sent to the correct address:

**301 Edgewater Place
Suite 100
Wakefield, MA 01880**

What Documents Needed

Providing the correct documentation is an important element of ensuring timely, accurate filing of your tax return. Typical documents needed are entries into the main portion of the tax return such as W2's. Other forms needed are those that contribute to the schedules throughout the tax return (such as schedules B (interest, dividends), C (self-employment-1099's, etc.), schedule D (capital gains often found on investment account 1099's), schedule E (rental income, K-1's from investments or partnership/business income). Forms for your tax return will typically say "Tax Document/Form" on it and often be labeled on the envelope they come in. Here is a checklist I've put together that generally lists the documents needed:

<https://eddycompany.com/wp-content/uploads/2022/01/Individual-Tax-Client-Checklist-Eddy-2021-Tax-Year.pdf>

If you feel that you are missing documents, you can get a transcript of documents filed for you here:

<https://www.irs.gov/individuals/get-transcript>

Although not required, some clients like to fill out a tax organizer to better present changes to their tax situation. If you choose to fill this out here is a blank copy here. Feel free to fill out in a PDF application or in pen to scan and upload or mail in:

Pricing

The following are the estimated *costs* for your 2024 tax return. As I said above, my fee is \$300/hr. for tax work. This price quoted here is based on the previous tax year(s) that we have worked together. ***The price could change based on the time spent on your return and communicating in order to get the information I will need to prepare and file your return.*** Your efficiency on your end will keep your costs low. This cost includes all preparation and filing for your required returns:

To Be Determined Based on Past Returns

Filing Your Return and Billing for Services

Once your return is ready for filing, I will, with your permission, e-file it, email you the confirmation of e-filing and final return. **E-file authorization will be emailed via an esign site.** I will send you a separate invoice with options to pay online or via check (use above mentioned address). Once filed, you can check the status of filing as well as refund status here:

<https://sa.www4.irs.gov/irfof/lang/en/irfofgetstatus.jsp>

Outstanding payments for tax preparation, if not received within 30 days from filing/billing will be sent to a collection agency for collection.

Additional Services

My firm is structured as an investment management FINRA -approved registered investment advisory firm as well as a tax firm.

As a FINRA registered investment representative I have been managing investments for the last 25 years. For several clients, I provide investment management services for an assets-undermanagement fee. Please contact me to talk further about this service.

Other Year-End Tax/Investment Topics to Note

1) Underpayment of Tax

It often comes as a surprise that one owes tax at tax time. Owing tax comes down to not paying enough via withholding or estimated tax payments throughout the year. Often, the reason for underwithholding is not filling out the W4 withholding correctly when there is more than one job during the year or your spouse also works (see instructions on second part of W4 on below link):

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

There is a good link here to check, based on your income and payments, whether or not you will owe tax. There is still an opportunity to pre-pay tax (although it will only be pre-paid as additional tax based on time during year paid):

<https://www.hrblock.com/tax-calculator/?srstid=AfmBOoq6TQZocsUR7vRa3dx7Quihb7HG8hoyhJJdh0-v0AGq6qGzWjk>

2) Company Year-End Responsibilities

If you are structured as an S-Corp., there are certain responsibilities that you should be fulfilling on an annual basis, such as paying yourself a normal wage as owner through payroll so that you are paying payroll tax. Please see the below links for more on your responsibility as a company electing S-Corp. status:

<https://www.thetaxadviser.com/issues/2024/oct/advising-s-corporation-clients-onreasonablecompensation.html#:~:text=S%20corporations%20are%20required%20to,from%20the%20S%20corporation's%20income.>

<https://www.brinkersimpson.com/blog/what-is-reasonable-compensation-for-an-s-corp>

I look forward to working with you this tax season!

Sincerely,
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