



New Year's Greetings To All Our S Corporation Clients!

- S Corporation Tax Return Due Date - Monday, **March 16, 2026**
- If you go on **Extension**, filing deadline is - Tuesday, **September 15, 2026**
- Tax Returns will be prepared on a **First Come, First Served** basis, assuming all data has been received

WE WILL BEGIN WORK ON YOUR TAX RETURN WHEN WE HAVE ALL OF THE FOLLOWING COMPLETED AND RETURNED TO US:

- **Client Information Review Sheet** – Please review and correct as needed
Please choose your Client Copy Format & Sign
- **Tax Preparation Questionnaire** – Please review and respond, providing any requested documentation
- **Future Depreciation Report** – See Questionnaire, #11
- **2025 Form W-3 & Officer Form(s) W-2**
- **Clean Financial Statements** or access to the **QuickBooks** file that is ready for tax preparation
- **Home Office Worksheet** – if applicable

PLEASE NOTE: To increase our efficiency and lower your cost, please deliver all your requested data at one time AND respond quickly to our questions and data requests.

~ We look forward to working with you. Please let us know of any questions ~

Peter Lake, CPA
Lisa Huggenvik

Renee Butz, CPA
Michael Butz
Dayna Jessen

Carly Christophersen, CPA
Karol Lake

Vashon Island

PO Box 1935
10007 SW Bank Road
Vashon, WA 98070-1935

San Juan Island

206 463-9944 office
206 686-5004 fax
www.islandcpas.com

425 Caines Street
Suite A
Friday Harbor, WA 98250

360 378-2496 office
360 378-2662 fax
www.islandcpas.com