



## ***New Year's Greetings To All Our C Corporation Clients!***

- C Corporation Tax Return **Due Date** - Monday, **April 15, 2024**
- If you go on **Extension**, filing deadline is - Tuesday, **October 15, 2024**
- 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
- ***Forms W-2/W-3 for Officers***
- ***Clean Financial Statements*** or access to the ***QuickBooks*** file that is ready for tax preparation

**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 ~***

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