



## ***New Year's Greetings To All Our Partnership & LLC Clients!***

- Partnership & LLC Tax Return **Due Date** - Friday, **March 15, 2024**
- If you go on **Extension**, filing deadline is - Monday, **September 16, 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*, #13
- **Form W-3, if applicable**
- **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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