



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

- ***URGENT: Did you file your BOI Report with FinCen?***
- S Corporation Tax Return **Due Date** - Monday, **March 17, 2025**
- If you go on **Extension**, filing deadline is - Monday, **September 15, 2025**
- 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
- ***2024 Form W-3 & Officer Form(s) W-2***
- ***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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