



Melissa F Hill, CPA, PC
Our Strength is Your Numbers



January 24, 2023

Thank you for entrusting me as your CPA over the past years. The last few years have been extremely challenging for businesses and individuals. Tax laws and regulations have changed more in the most recent 5 years than I have seen in my 28 years serving this industry. As a result, we have experienced a significant increase in the complexity and the time needed to properly prepare tax returns. I am certain that many of you noticed the slower turnaround and response times during the chaos of the previous 3 years. I am thankful for your patience during that time.

For the first time in 3 years, I recently had the time to evaluate our own business performance alongside the increased time that the tax law complexities have caused and our increasing costs. Unfortunately, our pricing structure has fallen behind the amount of time and costs we spend to service each client.

We find it necessary to increase tax preparation fees by 10-20%. The minimum fee for preparing a 2022 Individual Tax Return is \$150. We realize that this increase could be a material amount to many of you; therefore, we are notifying you in advance so that you may look for another preparer that may better fit your financial situation.

Tax preparation fees include tax prep only. We are also experiencing a growing number of clients that are receiving erroneous notices from the IRS. Most of the notices we are seeing are not the result of our error, rather they are IRS errors. In the past, we have responded to these notices at no additional charge; however, because they are now consuming so much more of our time, we must charge to respond to any notice that is not the result of our error. That additional work will be billed at our standard hourly rates. Additionally, any tax planning or other questions not pertaining to your 2022 tax return will be scheduled after tax season and will be billed at standard hourly rates.

We certainly appreciate the confidence that you have shown in us. We strive to continually provide you with quality service while at the same time enabling us to successfully manage our tax season workload.

We thank you for the opportunity to be of service to you!

****Please see reverse side for our completion deadlines****



The below information will guide you through the process to make filing your taxes as painless as possible:

1. We do not offer in-office tax preparation appointments. As much as we like to chat and catch-up with each and every one of you, we have found that we work more efficiently and accurately while not under a time constraint of "the appointment hour."

If there is something you need to ask before we start preparing your return, please leave a note with your papers asking Melissa to call before she begins preparing. She will call you if she has any questions or needs further information. When your return is complete, she will call you to review and/or arrange pick-up and signing.

2. You may drop-off your tax papers in any of the following ways:
 - a) Drop-off inside the office on Monday thru Thursday from 9am – 4pm.
 - b) In the drop slot at any time – it is located in the brick on the right side of the building (facing the bike shop next door).
 - c) Mail to: PO Box 2025 Morristown TN 37816.
 - d) email us at taxdocs4cpa@gmail.com to request a secure internet portal to upload your scanned documents.

We have enclosed documents that will assist you in gathering the information required for us to prepare your return:

- 1) CLIENT INFORMATION – **REQUIRED** – This is the basic information needed for your return.
- 2) CLIENT CHECKLIST – OPTIONAL – This is a short checklist to help you as you gather your tax information. If you are self-employed, have a farm, or have rental property, please let us know if you would like those schedules.
- 3) QUESTIONNAIRE FOR CLIENTS WITH DEPENDENT CHILDREN (**REQUIRED IF YOU HAVE DEPENDENTS**) – If you are claiming any dependents, you must complete this verification form. IRS rules require that you verify this information each year.
- 4) Deadlines:

| <u>Tax Form/Type</u> | <u>Regulatory Filing Deadline</u> | <u>Must Have in our Office</u> |
|-------------------------|-----------------------------------|--------------------------------|
| City/County Bus License | April 15, 2023 | March 15, 2023 |
| 1040/Individual Federal | April 18, 2023 | March 15, 2023 |

****If your information is received in our office after March 15th, your return will be extended.****

We do not automatically file extensions for anyone. If you need us to file an extension for you, you must notify us in writing (by fax: 423-318-8898 or email: melissa@melissahillcpa.com) by April 1, 2023.