

Jamie Duman
Certified Public Accountant

Dear Friends,

I can safely say it feels like the years are going by faster and faster and faster. So, it is once again time to start compiling and organizing your tax information so that we can make filing your return as efficient and beneficial as possible. Remember we prepare tax returns on a first in, first done basis (assuming we have all your documentation), so don't wait until the last minute!

Appointments:

If you wish to set an appointment, please call our office at (208) 762-5728. Remember to call early as certain dates & times will fill up quicker than others. As always, if you don't need an appointment you may simply drop off your tax information at the front desk during business hours or in our secure drop box after hours (mail slot to the left of the main doors.) If you are ill or feeling "under the weather," PLEASE stay home and call our office to reschedule or choose a healthier day to drop off paperwork.

Organizers:

Blank organizers are available on my website: www.jamiedumancpa.com. If you would like to request a personalized tax organizer with last year's information filled in, please call, email (frontdesk@jamiedumancpa.com) or simply return the request slip at the end of this letter.

Copies of Tax Returns:

We are offering the option to receive your tax return either in electronic format or as a paper copy. If you would like your tax return to be emailed, we will need an email address. We use a time sensitive encryption program to ensure confidentiality. Please let us know your preference when dropping off your tax papers.

Release of Tax Returns to 3rd Party:

Federal law mandates that I have written authorization in order to release copies of tax returns to a 3rd party. However, I prefer to provide you with the copy (given to you at preparation); then you may release them to the 3rd party of your choosing.

IRA:

The maximum IRA and Roth IRA contribution for 2017 is \$5,500, plus \$1,000 if age 50 or over. Income limitations still apply. This must be made by April 15, 2018, to be deducted in 2017.

Health Savings Account (HSA):

A health savings account (HSA) is a savings account set up exclusively for paying the qualified medical expenses of the account beneficiary or the beneficiary's spouse or dependents. The HSA reduces taxable income in the same manner as an IRA and, therefore, is another way to save on income taxes. However, there are numerous restrictions relating to health insurance plans, so if interested, please check with your insurance agent regarding whether you qualify to use an HSA. If you make a contribution to an HSA, make sure you get me the information to ensure we take the deduction.

Affordable Health Care:

With the Affordable Health Care Act, information on your health insurance coverage has become an important aspect of preparing tax returns. Please complete the included Health Care Coverage Questionnaire and return it to our office when you drop off your tax information.

*If you received a credit on your insurance through the insurance exchange, you will receive a form from them. **This is Form 1095-A, which I will need in order to prepare your returns.** If you have qualified for the exemption, please go to the exchange for the verification sheet.

*There will also be certain circumstances when I will need the total earnings of your dependents.

Dependency Rules:

The IRS has determined that the divorce decree does not override the custodial parent's right to claim the dependent. If a non-custodial parent wants to claim the dependency deduction, the Form 8332 must be filed with the return, regardless of what the divorce decree states.

Tax Returns for College Students:

Based on the amount of trouble encountered, I would suggest that I prepare the returns for your college students who are still dependents. This will save a lot of confusion and maximize education credits. Many college students claim themselves in error and negatively affect their financial aid and their parent's tax returns. Please note, I must have the 1098T Form for education credits provided by the school. My standard fee for preparing a dependent's return is \$55.00.

College Savings Plans:

The college savings plans are a good tool for saving for college. A 529 account will allow for tax free growth. The State of Idaho has an IDEAL college savings plan that provides for tax savings on the state return. If you are interested, more information is available at www.idaho529.org. If you already have an IDEAL plan, please let me know!

Charity:

ALL deductions of any amount must have a receipt. Any individual contribution over \$250 must also have an acknowledgement letter from the charity, and the letter must be dated by the date we file your return. The letter should show the date and amount of any individual contribution over \$250, and should also state that no goods or services were received in return for the contribution.

Hobby Losses:

When business activity is deemed to be a hobby (without profit motive or too many years of losses), the IRS will limit and/or disallow deductions.

Fees:

We work diligently to keep our fees at competitive rates while providing quality service to our clients. Fees for services may be slightly increased from last year.

There will be an additional charge if for any reason your tax return needs to be *rushed* through the system. Please plan ahead to make this endeavor as stress free as possible for all involved.

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Privacy Policy:

The company privacy policy is available on my website. If you have any questions or concerns, please do not hesitate to contact me.

Please remember:

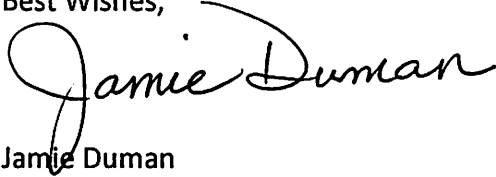
*Per IRS directive, we will be electronically filing all tax returns that are eligible. If you wish to paper file, there is an additional release form you need to sign.

*If you would like direct deposit for a refund, we will need a cancelled check or a photocopy of a check for the account you wish to deposit into. (Deposit slips are not acceptable.)

*Finally, for those of you who are typically last minute filers, ALL of your tax information needs to be in my office no later than Monday, April 2, 2018, in order for us to meet the April 16th filing deadline. Otherwise, we will file an extension on your behalf; however, you will still be responsible for making an estimated payment on time, if necessary. We will not be responsible for late penalties.

Let us know if you have questions.

Best Wishes,

A handwritten signature in black ink that reads "Jamie Duman". The signature is written in a cursive style with a large, looping initial "J".

Jamie Duman
Certified Public Accountant
Enrolled Agent

Tax Organizer Request Page

Taxpayer Name(s)

Date

Choose your delivery method:

____ Email my organizer to: _____

____ Mail my organizer to: _____

____ Call when ready for pick up: _____
(phone number)

*Please remember, a personalized tax organizer is available to clients who had their taxes prepared by us last year. Blank organizers are available at our website:

www.jamieduman CPA.com