

**Jamie Duman**  
**Certified Public Accountant**

Dear Business Clients:

Where did 2025 go? It feels as if it was gone in the blink of an eye! I hope the year has treated you well, and I look forward to seeing you soon.

You can continue to prepay your 2025 State and Local Income Tax (SALT) through your S Corporation or Partnership. With this approach, the company can pay the tax for the owners and the amount flows through to their personal returns. The company can then deduct these tax payments as business deductions.

Paying your state tax through the business is beneficial in most cases, so I recommend doing so. **However, these payments need to be made prior to December 31.** Please let me know if you would like more information.

Major changes have occurred this year regarding equipment purchases and new loans. The IRS requires, for example, that you have physical possession of an asset before we can depreciate it. Consequently, it will be even more important for me to see the purchase agreements and loan documents for any equipment you acquired this year. This also applies to leased equipment and vehicles as well.

For your convenience, I have provided a list of the documentation necessary for me to complete your 2025 tax return. **Don't forget:** please have all materials to me by **March 1, 2026** for on time filing.

As usual, it would be helpful if I had your tax information prior to our meeting. Information can be submitted via email, fax, or in the secure drop box in the office foyer. Completed returns can be emailed or mailed directly to you for signatures and payments. In an attempt to avoid duplication of processing, please let us know your preference for delivery of the completed returns. Also, if you use Quickbooks Online, please let us know when your books are completed so that we can prepare your returns.

I am pleased to report that Cindy continues to be the smiling face at the front desk. Derreck continues to study for the CPA exam. Needless to say, they are both invaluable to me.

As always, we all look forward to working with you!

## TAX RETURN INFORMATION NEEDED:

At a *minimum*, the following supporting documentation should be submitted:

1. If the bank accounts have been reconciled, please provide a reconciliation to the book balances as of December 31, 2025. If the accounts have not been reconciled, please provide copies of **December 2025 bank statements** for all checking/savings accounts (i.e. if your bank statement has a mid-month cutoff, then please provide us with the January 2026 statement as well).
2. If there is a petty cash balance on December 31, 2025, please compare the cash amount on hand to the book balance. These amounts should be the same and need to be adjusted to the actual.
3. If ending inventory exists on December 31, 2025, please provide a recap of your physical count taken at year-end.
4. Fixed assets purchased during 2025 (over \$2,500)—please provide copies of invoices supporting purchase price and date acquired. If the asset was financed, please provide the loan agreement.
5. Copies of contracts for new leases (i.e. property, vehicles of equipment) during 2025.
6. Statements reflecting the loan balance on December 31, 2025 (this may be the January 2026 Statement). Loan balances may relate to equipment loans and lines of credit. If you receive a year-end summary reporting interest paid in 2025, please provide it. Also, please provide copies of any new and/or refinanced loan agreements that were entered into during 2025.
7. Fixed asset disposals – please provide information on assets sold and/or abandoned during 2025. This now includes the information on assets that were traded in for new assets.
8. Credit card statements **listing charges through December 31, 2025**. Depending on the statement cutoff date, this could be your January and/or February 2026 statements. Each credit card account should be reconciled to the book balance.
9. Year-end payroll reports including 2025 W-3s and W-2s. If you use an outside payroll service, please provide the last payroll report for the calendar year 2025.
10. Copies of 2025 Forms 1099 issued for the year. Please let me know if you would like for me to prepare your year-end 1099s.
11. IRS Forms 1099 (Int., Misc., Cancellation of Debt, etc.) and any IRS correspondence your business may have received for 2025.
12. Documentation for any change of ownership for partners/shareholders, locations, or number of stores.

After your 2025 accounting has been completed (i.e. 2025 activity entered and accounts reconciled), please create an Accountant's Copy or Backup of your QuickBooks file for our use. I will need the password.

If you use software other than QuickBooks, please print balance sheets as of December 31, 2024, and December 31, 2025, an income statement for the calendar year 2025, as well as an accounts receivable summary list and accounts payable summary list as of December 31, 2025.

This is a preliminary list; additional information may be requested during income tax preparation. Your cooperation in submitting this information on a timely basis is very appreciated.

**CUTOFF DATES FOR TIMELY COMPLETION OF ENTITY TAX RETURNS:**

The initial federal filing due date for 2025 **C and S Corporate tax returns as well as Partnerships** is March 15, 2026. To ensure on time completion of your corporate or partnership return, **all** information must be received by our office **no later than March 1, 2026**.

The final extended federal filing date for 2025 **C and S Corporations and Partnership** tax returns is **September 15, 2026**.

Once our office receives all required information, tax returns are prepared on a first-in, first-out basis.

Thank you in advance for your assistance, and I look forward to working with you this year.

Sincerely,



Jamie Duman  
Certified Public Accountant  
Enrolled Agent

JD/jld