Paul S. Marciano, CPA, LLC.

Accounting and Tax Services

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TO ALL EXISTING AND NEW CLIENTS:

Now that the 2019 Holiday Season has passed, it is time to start thinking about having your 2019 Federal and state tax returns prepared. To assist you in this regard, to help minimize the time needed to complete your tax returns, and to facilitate our preparation of your tax returns, please find the following guidance and instructions.

1. You can avoid the necessity of scheduling an appointment in our office to discuss the preparation of your tax returns by taking advantage of our **mail preparation option**. To take advantage of our mail preparation option you need to do the following:

    a. Obtain from our office or website a copy of our 2019 Client Engagement Letter; sign the Client Engagement Letter and return it to our office by fax, email or regular mail.

    b. Obtain from our office or website a copy of our 2019 Tax Organizer; enter all the necessary information on the Tax Organizer; initial each page of the Tax Organizer, and return it to our office by fax, email or regular mail.

    c. Copy and forward to our office by fax, email or regular mail all necessary tax related source documentation (e.g., W-2's, Form 1099's, applicable health insurance coverage forms, documentation of expenses, etc.) ***Please do not email any documents with your social security number unless encrypted and password protected.***

    d. ***<u>To take advantage of our mail preparation option, we need to receive all necessary signed forms and information on or before March 7, 2020.</u>***

    e. Once your returns have been completed, you will be contacted regarding signing the applicable authorization forms, the payment of our fees; and the filing of your returns.

2. Gather all your 2019 tax related source documents (e.g. W-2's, 1099's, applicable health insurance coverage forms, documentation of expenses, etc.) which you should be receiving from your employer, bank, financial institution, health care insurer,

social security administration, pension plan, etc., sometime between January 31 – February 15, 2020. Normally you will receive such documentation in the mail unless you have elected to receive the documentation electronically, in which case you will generally receive it by email. Also, sometime you are required to log on to your personal account at the appropriate institution to obtain a copy of the required documents.

3. ***STARTING NOW*** you can call to schedule your tax preparation appointment. The office number is ***978-969-1451***. Anyone in our office can book your appointment, you need not speak directly with Paul Marciano, just state that you would like to schedule an appointment and someone will help you. If you call after hours or your call is not immediately answered, please leave a voicemail message leaving your name and the day and time you would like to schedule an appointment. **Please speak slowly and clearly when leaving your voicemail message, especially your call-back telephone number** (even if you think we already have it on file.) You can also request an appointment during our regular business hours by sending an email request to paul@paulmarcianocpa.com, providing your name and the day and time you would like to schedule an appointment. We will confirm a requested appointment on the next business day. Please do not schedule an appointment until you are reasonably sure you have received all of the documents necessary to complete your return. As we schedule back-to-back appointments, please note that your appointment will only last only a maximum of one (1) hour. **Please arrive at least 10 minutes prior to your appointment. If you need to cancel or reschedule your appointment, please provide us with at least 24 hours advance notice.**

4. You can shorten the time of your appointment and potentially avoid the necessity of having to make a return visit to our office to complete you tax returns by filling out prior to your appointment the "2019 Tax Organizer" we will email or send to you prior to your scheduled appointment or you can view, print and complete a blank Tax Organizer on our website **- paulmarcianocpa.com**. In addition to completing the 2019 Tax Organizer, you can shorten your appointment by bringing to your appointment a signed Engagement Letter and paper copies of all the necessary tax related source documentation. ***PLEASE BRING COPIES OF ALL NECESSARY SOURCE DOCUMENTATION WITH YOU; DO NOT BRING A LAPTOP OR PHONE TO GO ONLINE TO GET YOUR SOURCE DOCUMENTATION DURING YOUR APPOINTMENT.***
5. Prior to our commencing the preparation of your tax return you must sign our "Client Engagement Letter", a copy of which be emailed to you or which you can download from our website - – **paulmarcianocpa.com**. To save time during your appointment, please return to us by email a signed Engagement Letter. Remember if you are requesting the preparation of a joint tax return, both individuals must sign the Client Engagement Letter.

6. After receiving all necessary source documentation, we will prepare your tax returns. After the returns are completed, upon your signing all appropriate authorization forms and submitting payment in full for our services, we will file your federal and state tax

returns electronically and will email you a copy of your tax returns (encrypted and password protected) to eliminate the need for you to return to our office. Please note that no tax return will be e-filed until we have received all necessary signed authorizations and payment for our services. If you have opted out of electronic filing of your returns, a paper copy of your returns will be provided to you once you have submitted payment in full for our services. If you have opted out of electronic filing of your returns, you will be responsible for filing your paper returns directly with the applicable taxing authorities.

7. Peter Pommersheim, Esq. and Laura Pomeroy, Associated Preparer, will be working with me again for tax year 2019. Please feel free to contact Peter or Laura for assistance in preparing your returns or answering any questions you may have regarding the preparation of your returns.

8. Listed below are our various contact information:

    a. Office Telephone: 978-969-1451
    b. Office Fax: 978-998-4940
    c. Email-Paul Marciano paul@paulmarcianocpa.com
    d. Email-Peter Pommersheim peter@paulmarcianocpa.com
    e. Email-Laura Pomeroy laura@paulmarcianocpa.com

9. Our regular office hours during the tax season (February 15 through April 15, 2020) will be 10:00 a.m. to 7:00 p.m. Monday thru Friday and 10:00 a.m. to 4:00 p.m. on Saturday.

10. Please note, one significant change this year on your federal income tax return is that you are no longer required to report your health insurance coverage on your federal income tax return unless you or a family member were enrolled in a health insurance program through the Marketplace and advance payments of the Premium Tax Credit were made to your insurance company to reduce your monthly premium payment. If you were enrolled in a health insurance program though the Marketplace you should receive IRS Form 1095A from your insurer. You must report the information contained on Form 1095A on your tax return; if you don't, your return will be flagged and you will have to obtain the form, modify your return and, as a result, your refund may be delayed and/or you may be subject to additional tax liability or exclusion from future participation in the Marketplace. Accordingly, if you receive IRS Form 1095A you must provide us with a copy of the form. If you are unsure whether or not you should have received IRS Form 1095A, you should contact your health insurer or the Marketplace as soon as possible. Please note that you may receive Form 1095A directly from your health insurer rather than your employer, so carefully monitor your mail of email. Also, we will have to bill you for any additional time and effort we incur in helping you resolve any problems arising from incomplete or inaccurate medical/health insurance information.

11. Please note that if you are required to file a Massachusetts income tax return you are still required to provide health insurance coverage information on the Massachusetts income tax return. If you receive health insurance coverage in Massachusetts you should receive from your health insurer form MA 1099-HC and you must provide us with a copy of the form MA 1099-HC. If you are unsure whether or not you should have received MA 1099-HC, you should contact your health insurer as soon as possible. Please note that you may receive form MA 1099-HC directly from your health insurer rather than your employer, so carefully monitor your mail of email. Also, we will have to bill you for any additional time and effort we incur in helping you resolve any problems arising from incomplete or inaccurate health insurance coverage information in Massachusetts.

12. As you are undoubtedly aware, last year (tax year 2018) was the first year that the Tax Cuts and Jobs Act of 2017 (TCJA) was in effect, including Section 199A which benefited many business and rental property owners. For the most part, the changes implemented with respect to your federal tax return last year will remain in effect for the 2019 tax year, although there may be some changes or modifications.

If you have any questions, please feel free to contact my office at your convenience for any assistance you may require.

I look forward to assisting you in preparing your 2019 Federal and state tax returns.

Thank you.

Paul Marciano, CPA