



Integrated Tax Consultants, LLC

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Dear ITC Client,

Greetings from our team here at ITC and Happy New Year! We hope that 2023 was a prosperous year for you and your family and hope that we can be of service to you towards that end. As it is now the season for getting organized and prepared for your 2023 tax return filings, we have included important materials to help you do just that.

Please find enclosed your 2023 Individual Tax Return Engagement Letter for you to review, sign, and return to us to initiate this year's individual tax return preparation. Also enclosed is your personalized Tax Organizer to assist you in gathering your tax documents and other records we need from you to prepare your return. This organizer is generated using last year's information and it is a fantastic tool. Another item included is our Personal Income Tax Checklist, which is essential to ensure that we have a full understanding of your tax-related events and circumstances to enable us to prepare your 2023 returns correctly and efficiently. This checklist is **required**.

To allow us sufficient time to prepare and review your 2023 Individual Tax Return(s) to meet the IRS deadline of April 15th, 2024 (April 17th, 2024, for Maine residents), **we need to have all of your individual tax materials, including your completed & signed checklist and signed engagement letter, no later than Monday, March 11th, 2024**. If we do not have most of your materials by this date, we will most likely need to extend your tax return. Please remember that extensions of time to file do not extend the time to pay any tax you may owe.

Prior to 2022, we kept our billing rates relatively flat for three consecutive years in consideration of emergent client circumstances in navigating the pandemic and its aftermath. However, due to the continued confluence of such elements as rising insurance and labor costs, an over eight percent increase in cost of living in 2023 alone (Social Security Administration), and other market factors, we will be increasing our hourly rates again this year. For budgeting purposes, if your tax returns are similar in scope to last year, you can expect your bill for the preparation, review, and filing of your 2023 tax return to be 8-12% higher than in 2022.

As a reminder, upon completion of your return, we will provide you with a copy for review along with an invoice for its preparation. Prior to filing the return on your behalf, we do require payment in full for our services. To make this process as streamlined as possible, we have enclosed an ACH (Automatic Clearing House) Form that will enable us to process payment on your behalf from your bank account once you have reviewed your return and invoice and confirmed that you are ready for it to be filed. Should you have any questions about this, please let us know.

We are excited to work with you and appreciate your confidence in us and look forward to hearing from, or seeing, you soon.

Please feel free to contact us anytime.

Sincerely,

Integrated Tax Consultants, LLC