

Langford

Accounting

January 2, 2024

Happy New Year!

I hope 2024 brings good health to you and your loved ones and that you had a wonderful Holiday Season. It is hard to believe that the 2023 tax filing season is already here. We want to extend our gratitude and thanks to our returning clients. We appreciate your business. And to our new clients who came on board for this tax filing, Welcome!

OFFICE UPDATES

↪ *New Name*

For the last few years, we have been in the process of changing our business name. It is now legally official; we are Langford Accounting! While our legal name has changed, and we ask that you make payments to the new name, some things won't change right away. The signage in the building will take a few months to be changed over. Our old website will remain up and running until the summer when the new website will launch. Our email addresses will change to ameena@langfordacct.com and erin@langfordacct.com on January 1, 2024. However, the donovanlangford.com email addresses will not be shut down right away and will be forwarded to our new ones. Please note that forwarded emails can take longer for us to receive. So we ask that you shift to the new emails. The old email will be shut down fully on January 1, 2025.

↪ *New Engagement Agreement*

Also in the works for some time is an official engagement agreement. Gone is our "office policies" document, replaced with an official engagement agreement that brings us in line with IRS and insurance regulations. This agreement is both attached to this letter and on your Secure Client Portal. Our annual letter is not comprehensive, so please read through the agreement carefully as it is. None of the information is new, but it does require a signature now.

↪ *Fees*

All fees will remain the same as last year. If you have any questions about your specific fee, please call our office.

↪ *Deadline for Submission of Tax Documentation for Clients Without Appointments*

Please review the Engagement Agreement for the methods available for submitting your documents if you don't have an appointment.

Deadline for submitting complete tax information is Monday, March 18, 2024.

Please understand all client files submitted with missing information are placed on hold, and the tax return preparation process will not begin until the file is 100% complete. Please reply promptly to avoid delays in completing your returns if we contact you for missing information and/or documents.

↪ *Tax Year 2023 Appointment Hours.*

Monday – Friday (10am – 5pm) & Saturday (10am – 2pm). Please call our office after January 3rd, 2024, to schedule your appointment. Our scheduling system does not open and allow us to schedule appointments until January 3rd. (We will have Virtual Appointments available on a minimal basis)

IMPORTANT REMINDERS

↪ *Client updates*

It is vital that clients make us aware of any changes over the prior year to their address, marital status, number of dependents, etc. An easy way to do this is with a tax organizer; many clients have found them helpful. These are not required. However, we are attaching a fillable one for your convenience.

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☞ **As in past years, our office has different closure weeks.**

Please review the Office Seasonal Schedule as part of the Engagement Agreement.

Attached, for your convenience is the ***Tax Preparation Engagement Agreement***. To be signed.

Please do not hesitate to contact Ameena or Erin if you have any questions. We appreciate your business, your patience, and your continued support. Enjoy the holiday season!!!

Warmly,

A handwritten signature in cursive script that reads "Ameena". The signature is written in black ink and is positioned on the left side of the page.