

# Langford

## Accounting

December 14, 2022

Happy Holidays!

I hope the New Year brings good health to you and your loved ones and that you have a wonderful Holiday Season. It is hard to believe that the 2022 tax filing season is already approaching. 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](mailto:ameena@langfordacct.com) and [erin@langfordacct.com](mailto: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. Please note, there is a separate agreement for your personal taxes.

#### ☞ *Fees*

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

#### ☞ *Submission of Tax Documentation*

All documents must be uploaded to your secure client portal in PDF format. No other file formats are accepted for documentation (including pictures). Please note that our firewall strips emails of attachments. Do not email documents for tax returns.

#### **Deadline for uploading complete tax information is Friday, February 9, 2024.**

All businesses whose documentation is uploaded by this deadline will have returns filed by March 15. 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.



☞ ***Use Corporate Portal***

Per IRS regulations, corporate and personal information must be kept separate, specifically financial and tax information. To comply with this, we have set up a separate corporate portal for your business and personal information. Please upload corporate information only to the corporate portal and personal information only to the personal portal.

☞ ***Extension Requires Signed Authorization***

As in past years. Contact us for questions.

**Reminder: Partnership & S-Corp clients** on extension must also have their Personal tax returns placed on extension. The “Extension Authorization” form for your S-Corp or Partnership will also cover extensions for your Personal returns.

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

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

**CHECKLIST FOR CORPORATE RETURNS:**

Please upload the following documentation (*in PDF format*) to your Corporate Client Portal by the **February 9th** deadline:

- Profit & Loss Statement
- Balance Sheet
- General Ledger
- Bills of Sale or Purchase Agreements for Large Equipment or Vehicles
- Copy of All W2s Issued and 4<sup>th</sup> quarter payroll reports (*if applicable*)
- Form 1098 (*for all 1099's paid*)

As always, if you have any questions or concerns, please feel free to call our office or email us.

Warmly,  
