StrubeCPA Tax Season 2023

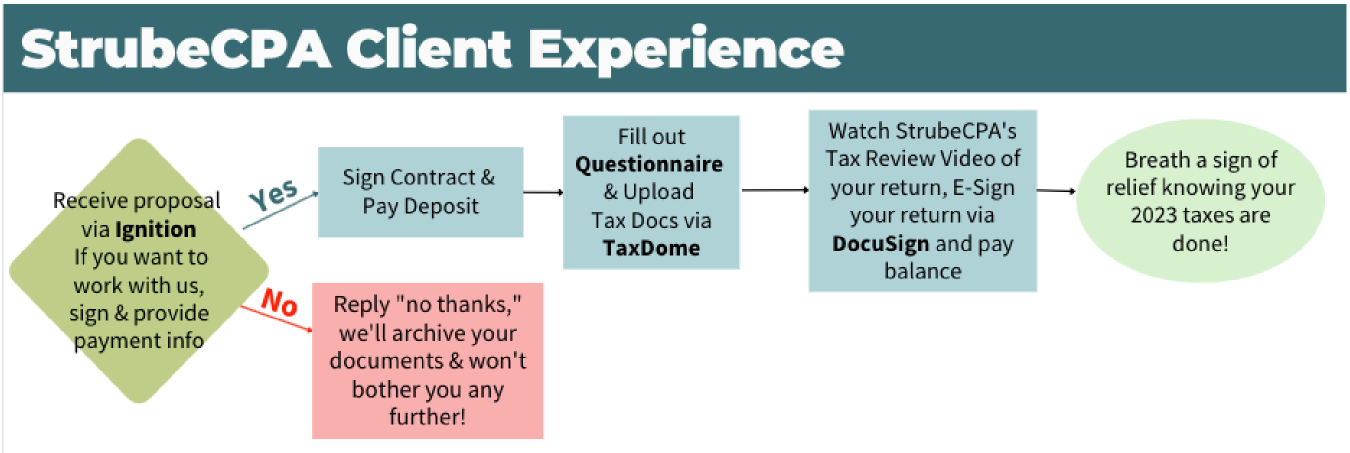
Client Information

Hello and welcome to Tax Season 2023! We are excited to work with you.
Please see the information below to ensure timely & accurate filing.
In this document, you'll find Important Date & Deadlines, Client Tools & Software, What to Upload and Where to Go for Questions or Help.

Important Dates & Deadlines

- **Feb 2, 2024 Upload Initial Tax forms**
  - Most tax forms should be available by January 31.
  - Login to all employee/student portals and bank/loan accounts to check for tax forms. Download/collect and scan/upload your tax documents (any situation where money came to you).
  - Your accountant needs ALL of the forms you receive.
- **Feb 20, 2024 Upload investment forms**
  - Investment forms should be available by February 15. You may get later emails about corrected forms. Upload those to your accountant when/if you learn about them.
  - Log in to all your investment accounts and grab your tax documents (1099-B and/or 1099-DIV and any "supplemental tax document/notice," if applicable).
- **Mar 1, 2024 StrubeCPA S-Corp Client Upload Deadline**
- **Mar 22, 2024 StrubeCPA Individual Client Upload Deadline**
  - This is the deadline for StrubeCPA clients to accept proposals, upload documents OR give us a status update and request an extension. If we have not heard from you or received your documents by this date, we will presume you are not returning/onboarding as a client and the proposal will be revoked.
  - Your TaxDome account will be archived on Apr 17, 2024, to ensure you have sufficient access to download your last year's returns. If TaxDome access is needed after that date, we do charge a $150 reactivation fee.
- **Mar 15, 2024 S-Corp Tax Filing Deadline**
- **Apr 15, 2024 Individual Tax Filing Deadline**
  - If you have not requested, or been informed by StrubeCPA, that we have filed an extension for you, your taxes must generally be filed or extended to protect you against late filing penalties.

Client Tools & Software



Ignition App - Ignition is our proposal, engagement letter and billing system. You will be emailed a proposal to sign, and enter your billing information. This needs to be in place before we can do any work on your tax return.

TaxDome - Secure Client Upload Portal - TaxDome is our secure client upload portal. Do NOT email documents to your tax pro. You can upload and access files through the TaxDome web portal or app (iOS or Android). Need help navigating TaxDome? Check out these TaxDome Academy YouTube videos.

In addition to uploading your tax documents to TaxDome, each client also needs to complete their annual questionnaire to make sure StrubeCPA has all the information to accurately prepare your tax return. You will be sent a link to that once your Ignition proposal has been signed.

DocuSign - Once your returns are complete, you will be emailed a video review where Karl walks you through the “story” of your tax return this year. You can ask questions or book a meeting if needed. Once you’ve reviewed your return, you will sign your return via DocuSign allowing us to send the return to the taxation authorities.

What to Upload

Tax Forms to Upload

- ☐ 1099-B/DIV
- ☐ Any and all W-2s
- ☐ Any and all 1098 Mortgage Interest
- ☐ 1098-E Student Loan Interest
- ☐ 1098-T Tuition
- ☐ 1099-R
- ☐ 1099–MISC and/or 1099-NEC
- ☐ 1099-INT
- ☐ Any other 1099s (K/Q/SA or other)
- ☐ SSA1099
- ☐ 5498-SA
- ☐ 1095-A (for Covered California; 1095-B & -C are **not** needed)

Additional Items

- If you have a Health Savings Account (HSA; *not* FSA):
  - ☐ Your **year-end paystub** (in addition to your W-2)
  - ☐ An **annual or year-end statement of HSA account activity**
- ☐ **Property tax statements** if NOT escrowed through a mortgage
- ☐ **Closing statements** pertaining to real estate transactions
- ☐ **Summaries of activity for businesses and/or rentals** (summaries of expenses by category only, not individual receipts)
- ☐ **Summaries of cash donations** (summaries of expenses by amount and non-profit only, individual receipts not needed)
- ☐ **Any tax notices** received from the IRS, Franchise Tax Board or other taxing authorities
- ☐ If you are expecting any K-1 forms not prepared by StrubeCPA, the timing of those is nebulous, and your returns may need to go on extension.

What if I have Questions or need help?

Contact Rachel at hello@strubecpa.com if you need help with the following:

- Navigating any of StrubeCPA's tech tools (TaxDome, Ignition, DocuSign, Loom)
- Have questions about specific tax forms and what to upload
- Have questions about billing or need to make any changes to your personal information
- Need to request an extension
- Have feedback for StrubeCPA

If you have tax questions, it's best to book a meeting with Karl using his scheduler (https://go.oncehub.com/KarlStrubeCPA).