



ANZELC & ASSOCIATES, INC.

*Certified Public Accountants*

## Happy New Year from Anzelc & Associates, Inc.

Well, here we are in 2024 and yet another tax season is upon us. This packet includes information to help you pull together your tax information for 2023. PLEASE FILL OUT THE PERSONAL INFORMATION FORM AND CRYPTO/FOREIGN ACCOUNT SHEET SO THAT WE HAVE THE MOST ACCURATE INFORMATION TO PREPARE YOUR TAX RETURN.

For those of you utilizing our secure portal to submit tax information we will provide your completed return through your portal as well. This will provide you with 24/7 access to prior tax returns and tax data.

Also, we recommend that all of our clients set up an IRS online account to allow you to access your tax records, view balances, make payments on account or set up payment plans. You can set up your account at [www.irs.gov/accounts](http://www.irs.gov/accounts).

### A few specific items to note for 2023:

**2023 Standard Mileage Rate:** The mileage rate for 2023 increased to 65.5 cents. Medical and charitable mileage rates remain unchanged at 22 and 14 cents.

**Energy Provisions in the Inflation Reduction Act of 2022:** Beginning in 2023, the credit will increase to 30% of the cost of certain energy efficient costs/equipment purchased with an annual credit limit of \$1,200 (removed \$500 lifetime limit). Please provide manufacturers' certification statement or energy star rating certificate.

**Virtual Currency:** The sale of virtual/crypto currencies or the use of currencies to pay for goods or services generally have tax consequences and will need to be reported on your tax return. Please be sure to provide this information to us.

**Business Meals:** The deduction for 2023 has returned to 50%. Entertainment expenses remain non-deductible.

**Corporate Transparency Act (CTA):** This act requires disclosure of beneficial ownership information of certain entities. This report is NOT filed with the IRS but rather is filed with the Financial Crimes Enforcement Network (FinCEN). This filing will not be provided as a part of the tax return engagement. We have enclosed a separate client letter describing in detail the reporting requirements.

**Filing deadline and extensions:** The original filing due date for the 2023 Federal, State and Local income tax returns is April 15, 2024. Due to the high volume of tax returns prepared by our firm, you must provide the information needed to prepare the tax returns no later than March 27, 2024/September 25, 2024 (for extended returns). Failure to do so may result in the inability to complete your returns by the original filing due date. If it becomes necessary to file an extension, please contact us to determine if an extension payment should be made. All taxes are due on April 15, 2024, even if filing for an extension of time to file the return. Failure to make an extension payment will result in penalties and interest.

If you would like a full organizer with your information from last year (2022) please call our office at (330)689-1040 and Jen will email/mail this out to you. We know some may use this information as a guide to pull together information for the current tax year.

Again, we thank you very much for your business and please feel free to call our office with any questions. We look forward to seeing you soon!

Sincerely,

Deb Anzelc

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[www.anzelcandassociates.com](http://www.anzelcandassociates.com)



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**INDIVIDUAL INCOME TAX ENGAGEMENT LETTER**

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients to confirm the following arrangement.

We will prepare your 2023 federal, state(s) and local income tax returns from information you will furnish. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist us in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all documents that form a basis of income and deductions as they may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover fraud, theft, or other irregularities, should any exist. Therefore, our engagement cannot be relied upon to disclose such matters. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

Assisting you with your compliance with the Corporate Transparency Act (CTA), including beneficial ownership information (BOI) reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements is included with your 2023 tax packet withing the portal or mailed to you.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The tax filing deadline for Individual returns is Monday, 4/15/24; Corporate returns-4/15/24; Partnership and S-Corp returns-3/15/24. If an extension of time is required, any potential tax due must be paid by the due date. Any amounts not paid by the deadline are subject to interest and late payment penalties.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such review, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

For married taxpayers filing joint returns, you are each considered our client. You each acknowledge that there is no expectation of privacy from the other concerning our services in connection with this engagement, and we are at liberty to share with either of you, without prior consent of the other, any documents or information concerning preparation of your returns.

All invoices are due and payable upon presentation. Upon delivery of these tax returns we will have completed this engagement and we will look forward to again being retained to provide you with additional professional tax services. Tax planning and other services are separate engagements and will be billed accordingly.

If the foregoing fairly sets forth your understanding, please submit your information to Anzelc & Associates, Inc. Submission of your tax information indicates your agreement to the terms of this engagement letter.

## 2023 Tax Organizer Personal Information

### Personal Information

Name		SSN	Has IP PIN	Date of Birth
Taxpayer				
Spouse				
Name of person to whom all information should be addressed, if not the taxpayer				
Street address, city, state, and ZIP				
Occupation		Daytime Phone	Evening Phone	Cell Phone
Taxpayer				
Spouse				
Taxpayer email				
Spouse email				

### Filing status at the end of 2023

- Single   
  Married   
  Widowed - If widowed and your spouse died after December 31, 2021, enter the date of death \_\_\_\_\_
- Married filing separately - If married but filing separately, did you live apart from your spouse for the last six months of 2023? \_\_\_\_\_

Yes    No

- Are you or your spouse blind?
- Are you or your spouse disabled?
- Are you or your spouse a full-time student?
- Do you or your spouse want to designate \$3 to go to the Presidential Election Campaign Fund?
- At any time during 2023 did you:
  - (a) receive (as a reward, award, or payment for property or service) a digital asset?
  - (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)?

### Identification Information

#### Taxpayer's type of photo ID

- Driver's license   
  State-issued photo ID

Photo ID number \_\_\_\_\_

State photo ID was issued \_\_\_\_\_

Date photo ID was issued \_\_\_\_\_

Date photo ID expires \_\_\_\_\_

#### Spouse's type of photo ID

- Driver's license   
  State-issued photo ID

Photo ID number \_\_\_\_\_

State photo ID was issued \_\_\_\_\_

Date photo ID was issued \_\_\_\_\_

Date photo ID expires \_\_\_\_\_

### Account Information for Deposits and Withdrawals

Name of Bank	Bank Routing Number	Bank Account Number	Type of Account		Use this Account for	
			Checking	Savings	Deposits	Withdrawals

Additional Notes: \_\_\_\_\_

**Dependent and Other Information**

Name:

SSN:

**Dependent Information**

First and Last Name SSN	Has IP PIN	Relationship	Months in Home	Date of Birth	Disabled	Full- time Student	Childcare Expenses

List dependents required to file a return \_\_\_\_\_

**Child and Other Dependent Care Expenses**

Name of Care Provider	Address	SSN or EIN	Amount Paid

**Estimates**

	Federal		Resident State		Resident City	
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
Overpayment applied from 2022	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

**Anzelc & Associates, Inc.**  
**2023 Foreign Bank Account/ Cryptocurrency Disclosure**

Did you have a financial interest in or signature authority over a financial account(s) or asset(s) located in a foreign country having an aggregate value of over \$10,000 on any day of the year? We are required to answer this question on your tax return. If the account(s) exceed the \$10,000, a FBAR Form 114 is required to be filed (by April 15<sup>th</sup>). Please use below space to provide information on foreign assets or description of foreign property.      Yes                       No

Account #1

Name of bank or institution	
Address of bank	
Account number	
Owner of account (if not primary taxpayer or spouse, indicate name, SSN, and address)	
Co-owner of account (if not primary taxpayer or spouse, indicate name, SSN and address)	
Type of account (securities, bank, pension)	
Highest balance of account during tax year in foreign currency (indicate currency)	
Total amount of Interest/dividends earned	

Account #2

Name of bank or institution	
Address of bank	
Account number	
Owner of account (if not primary taxpayer or spouse, indicate name, SSN, and address)	
Co-owner of account (if not primary taxpayer or spouse, indicate name, SSN and address)	
Type of account (securities, bank, pension)	
Highest balance of account during tax year in foreign currency (indicate currency)	
Total amount of Interest/dividends earned	

At any time during 2023, did you receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency?

Yes                       No

If yes, please provide all tax documents.



## ANZELC & ASSOCIATES, INC.

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THE FOLLOWING CHECKLIST IS TO HELP YOU ASSEMBLE YOUR TAX INFORMATION SO THAT WE CAN COMPLETE AN ACCURATE TAX RETURN. SOME ITEMS MAY NOT BE APPLICABLE TO YOU; NOR IS THIS INTENDED TO BE A COMPLETE LIST. YOU MAY NEED TO PROVIDE ADDITIONAL INFORMATION.

- Please update the attached Personal info page or the fillable form that will be placed in your personal portal.
- **Bring a copy of any IRS or Ohio notices you may have received that we should discuss. Also, IRS Identity PIN Letter (if applicable)**

#### **INCOME**

- W-2 wage forms received from your employer(s)/Miscellaneous Income reported on form 1099-MISC/1099-NEC
- Interest Income-usually reported on form 1099-INT
- Dividend Income-usually reported on form 1099-DIV
- Sale of stocks or investments during the past year that were reported on Form 1099B.
- Distribution or withdrawals from retirement savings accounts 401K & IRAs-usually reported on form 1099-R
- Unemployment (Form 1099G)/disability benefits received for the year.
- Social Security benefits received-reported by the Social Security Administration on form 1099-SSA
- Alimony received (Not Child Support). For divorces finalized prior to 2019.
- If you are a partner in a Partnership, member of an LLC, stockholder of an S Corporation or beneficiary of a Trust, provide Schedule K-1 report from the Partnership, LLC, S Corporation or Trust.
- Any other income you received during the year (prizes, awards, lottery or gambling winnings, debt cancellation).

#### **DEDUCTIONS**

- Individual Retirement Accounts (Traditional/ROTH IRA) deposits applicable to tax year 2023 must be made on or before April 15, 2024. For SEP IRA deposits you have until April 15, 2024 or extended due date of return to make deposits.
- Alimony paid (Not child support) with ex-spouse's name and Social Security number. For divorces finalized prior to 2019.
- Health, dental and long-term care insurance premiums you pay out of pocket (not provided by employer)
- Other medical costs incurred, not reimbursed by insurance or employer pre-tax benefit plan (includes: doctors, hospitals, eye care and products & laser surgery, dental, professional counseling, travel/mileage etc.) These are deductible for federal purposes only when they exceed 7.5% of your income and you itemize your deductions, but could be deductible on State Return.
- Federal and State and Local estimated taxes paid for 2023 and dates paid.
- Real estate taxes paid on any property (list properties and amounts)
- Sales tax paid-significant sales tax paid on major purchases. Tell us if you have purchased any vehicle, boat, plane, or mobile/motor home in 2023.
- Mortgage interest paid on your residence or second home (may include mobile home, recreation vehicle or boat)-usually reported to you by your mortgage lender on form 1098. Interest paid on a home equity loan or line of credit if used to buy, build or improve the home.

- Any other mortgage interest you paid to an individual (provide name, address and Social Security number of the person receiving the payments).
- Any Interest paid on college student loans? You may be able to deduct up to \$2,500.
- If you purchased, sold or refinanced your home, provide a copy of each closing settlement statement.
- Charitable contributions (cash and non-cash). Were any made for \$250 or more in one payment? If yes, please be sure to get receipt. Any mileage and other costs incurred for charitable work that you paid out-of-pocket are also deductible.
- Childcare expenses (even if you get reimbursed through a pre-tax benefit plan). Include the name of the childcare provider, address and Social Security or Tax Identification number of the provider.
- Any person(s) in household attending college? Provide costs paid out of-pocket for educational expenses (This includes any amounts paid with student loans). These are reported to you on form 1098-T or through an educational institution.
- 529 Plan contributions/distributions.

**FOR RENTAL REAL ESTATE (SCHEDULE E) OR SMALL BUSINESS ACTIVITY (SCHEDULE C)**

- Provide a breakdown of all revenue by property or business.
- Provide a breakdown of all expenses incurred to operate the property or business (include: wages, contractors, office expenses, supplies, insurance, professional fees, conferences, subscriptions, interest, rent paid, repairs, snow removal, grounds care, taxes, licenses, meals and entertainment, travel, utilities, etc.).
- Provide a list of any purchases of capital equipment or property improvements, including cost and acquisition date.
- Provide detail of business mileage and total mileage (personal & business) for the year for the vehicle(s) used for business purposes. Provide date vehicle was placed in service.
- Do you have an office in your home? If yes, provide total square footage of the entire home and the amount utilized for business purposes, as well as all costs of operating the home so we may allocate those costs to the home office (for example: insurance, rent, heat, electricity and other related expenses, business related grounds care, snow removal, etc.).
- Have you issued form 1099-MISC/1099-NEC to lawyers and all non-corporate vendors/subcontractors to whom you paid more than \$600 in the current year?

**SPECIAL INFORMATION**

- Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.)?
- Did you make any energy-efficient improvements to your main home during the year? (Solar, wind, geothermal and fuel cell, windows, roof, insulation, AC, furnace)
- Please let us know if you anticipate any changes in 2024 for which tax planning should be done (such as a change in employment, self-employment, change in marital status, change in # of dependents etc.)
- Are you interested in or do you have questions related to 401(k), 401(k) rollovers, Roth IRAs, Traditional IRAs or overall financial planning?

## **Privacy Policy of Anzelc & Associates, Inc.**

To Our Individual Clients:

Your privacy is important to us, and maintaining your trust and confidence is one of our highest priorities. We respect your right to keep your personal information confidential and understand your desire to avoid unwanted solicitations. A recent law change requires us (along with banks, brokerage houses, and other financial institutions) to disclose our Privacy Policy to you – which we are more than happy to do. We hope that by taking a few minutes to read it, you will have a better understanding of what we do with the information you provide to us and how we keep it private and secure.

### **A. Types of Information We Collect**

We collect certain personal information about you – but only when that information is provided by you or is obtained by us with your authorization. We use that information to prepare your personal income tax returns and may also provide various tax and financial planning services to you at your request.

Examples of sources from which we collect information include:

- interviews and phone calls with you,
- letters or e-mails from you,
- tax return or financial planning organizers, and
- financial history questionnaires.

### **B. Parties to Whom We Disclose Information**

As a rule, we do not disclose personal information about our clients or former clients to anyone. However, to the extent permitted by law and any applicable state Code of Professional Conduct, certain nonpublic information about you may be disclosed in the following situations:

- To comply with a validly issued and enforceable subpoena or summons.
- During a review of our firm's practices under the authorization of a state or national licensing board, or as necessary to properly respond to an inquiry or complaint from such a licensing board of organization.
- In conjunction with a prospective purchase, sale, or merger of all or part of our practice, if we take appropriate precautions (for example, through a written confidentiality agreement) so the prospective purchaser or merger partner does not disclose information obtained during the review.
- As a part of any actual or threatened legal proceedings or alternative dispute resolution proceedings either initiated by or against us, provided we disclose only the information necessary to file, pursue, or defend against the lawsuit and take reasonable precautions to ensure that the information disclosed does not become a matter of public record.
- To provide information to affiliates of the firm and nonaffiliated third parties who perform services or functions for us in conjunction with our services to you, but only if we have a contractual agreement with the other party which prohibits them from disclosing or using the information other than for the purposes for which it was disclosed. (Examples of such



disclosures include using an outside service bureau to process tax returns or engaging a records-retention agency to store prior year records.)

### **C. Confidentiality and Security of Nonpublic Personal Information**

Except as otherwise described in this notice, we restrict access to nonpublic personal information about you to employees of our firm and other parties who must use that information to provide services to you. Their right to further disclose and use the information is limited by the policies of our firm, applicable law, our Code of Professional Conduct, and nondisclosure agreements where appropriate. We also maintain physical, electronic, and procedural safeguards in compliance with applicable laws and regulations to guard your personal information from unauthorized access, alteration, or premature destruction. Thank you for allowing us to serve your accounting, tax, and financial planning needs. We value your business and are committed to protecting your privacy. We hope you view our firm as your most trusted advisor, and we will work to continue earning your trust. Please call us if you have any questions or if we can be of further service.

Best Regards,

Deb Anzelc



## ANZELC & ASSOCIATES, INC.

*Certified Public Accountants*

January 2, 2024

RE: Corporate Transparency Act — Beneficial Ownership Information Reporting Requirement

Dear Valued Client,

Starting January 1, 2024, a significant number of businesses will be required to comply with the Corporate Transparency Act (“CTA”). The CTA was enacted into law as part of the National Defense Act for Fiscal Year 2021. The CTA requires the disclosure of the beneficial ownership information (otherwise known as “BOI”) of certain entities from people who own or control a company.

It is anticipated that 32.6 million businesses will be required to comply with this reporting requirement. The intent of the BOI reporting requirement is to help US law enforcement combat money laundering, the financing of terrorism and other illicit activity.

The CTA is not a part of the tax code. Instead, it is a part of the Bank Secrecy Act, a set of federal laws that require record-keeping and report filing on certain types of financial transactions. Under the CTA, BOI reports will not be filed with the IRS, but with the Financial Crimes Enforcement Network (FinCEN), another agency of the Department of Treasury.

Below is some preliminary information for you to consider as you approach the implementation period for this new reporting requirement. This information is meant to be general-only and should not be applied to your specific facts and circumstances without consultation with competent legal counsel and/or other retained professional adviser.

### **What entities are required to comply with the CTA’s BOI reporting requirement?**

Entities organized both in the U.S. and outside the U.S. may be subject to the CTA’s reporting requirements. Domestic companies required to report include corporations, limited liability companies (LLCs) or any similar entity created by the filing of a document with a secretary of state or any similar office under the law of a state or Indian tribe.

Domestic entities that are not created by the filing of a document with a secretary of state or similar office are not required to report under the CTA.

Foreign companies required to report under the CTA include corporations, LLCs or any similar entity that is formed under the law of a foreign country and registered to do business in any state or tribal jurisdiction by filing a document with a secretary of state or any similar office.

### **Are there any exemptions from the filing requirements?**

There are 23 categories of exemptions. Included in the exemptions list are publicly traded companies, banks and credit unions, securities brokers/dealers, public accounting firms, tax-exempt entities and certain inactive entities, among others. Please note these are not blanket exemptions and many of these entities are already heavily regulated by the government and thus already disclose their BOI to a government authority.

In addition, certain “large operating entities” are exempt from filing. To qualify for this exemption, the company must:

- a) Employ more than 20 people in the U.S.;
- b) Have reported gross revenue (or sales) of over \$5M on the prior year's tax return; **and**
- c) Be physically present in the U.S.

### **Who is a beneficial owner?**

Any individual who, directly or indirectly, either:

- Exercises "substantial control" over a reporting company, or
- Owns or controls at least 25 percent of the ownership interests of a reporting company

An individual has substantial control of a reporting company if they direct, determine or exercise substantial influence over important decisions of the reporting company. This includes any senior officers of the reporting company, regardless of formal title or if they have no ownership interest in the reporting company.

The detailed CTA [regulations](#) define the terms "substantial control" and "ownership interest" further.

### **When must companies file?**

There are different filing timeframes depending on when an entity is registered/formed or if there is a change to the beneficial owner's information.

- New entities (created/registered in 2024) — must file within 90 days
- New entities (created/registered after 12/31/2024) — must file within 30 days
- Existing entities (created/registered before 1/1/24) — must file by 1/1/25
- Reporting companies that have changes to previously reported information or discover inaccuracies in previously filed reports — must file within 30 days

### **What sort of information is required to be reported?**

Companies must report the following information: full name of the reporting company, any trade name or doing business as (DBA) name, business address, state or Tribal jurisdiction of formation, and an IRS taxpayer identification number (TIN).

Additionally, information on the beneficial owners of the entity and for newly created entities, the company applicants of the entity is required. This information includes — name, birthdate, address, and unique identifying number and issuing jurisdiction from an acceptable identification document (e.g., a driver's license or passport) and an image of such document.

### **Risk of non-compliance**

Penalties for willfully not complying with the BOI reporting requirement can result in criminal and civil penalties of \$500 per day and up to \$10,000 with up to two years of jail time. For more information about the CTA, visit [www.aicpa-cima.com/boi](http://www.aicpa-cima.com/boi).

Please contact our office at 330-689-1040 to discuss your business situation.

Sincerely,

Deborah W. Anzelc, CPA