January 16, 2024

Hello Friends,

Happy New Year, we hope 2024 finds you all in good health! Tax season is here again, and you should start receiving your tax documents in the coming weeks. Be sure to save all these documents so we can prepare your 2023 Income tax return in the most efficient way possible and ensure timely filing. Included in this mailing is a checklist that can be used as a guide to organize your documents. You do not have to go through the entire organizer if you do not want to, but we find it helpful to ensure we have the correct information to complete your tax return. Please make a note of any major changes such as: new address, marital status, a change in dependents, bank changes, job changes etc. We process personal tax returns on a “first-come, first-served” basis so get your information in as soon as possible.

This year we have seen some changes here at LDFSI. Fran has officially retired after almost fifty years of serving your tax preparation and planning needs. Although we will all feel his absence, we are confident that we can continue to provide you with a quality service at a reasonable fee. For those of you who had Fran preparing your taxes, you will be meeting with either Jennifer DeSimone or Sara Subik, both of whom are well qualified to take over where Fran left off.

Also new this year, we are using more electronic options to streamline the tax preparation process for you. We have a new software called “Taxdome” which will replace the previous portal some of you have utilized in past years. Taxdome is an intuitive software which will help us to process your tax return in a very time efficient manner, you don’t even have to leave the comfort of your home in order for us to process your return!

**Benefits of using Taxdome:**

* Securely upload your tax documents using your phone, tablet or computer
* Digitally receive and send communication with your tax preparation team
* Be informed during every step of the tax preparation process
* Sign and pay digitally
* Receive a copy of your completed tax return via your account
* Receive a message when your return has been e-filed

Although we encourage you to try Taxdome it is not mandatory and as always, we will process your return however is most convenient for you! It’s as easy as giving us a call so we can send you a link to set up your account.

Please note that we have changed our policy regarding missed or cancelled appointments. Our clients’ time is valuable and so is ours. We require 24-hour notice to cancel a booked appointment. If an appointment is missed or cancelled with less than 24-hour notice, there will be a $25 rebooking fee to make a new appointment. If an appointment is missed or cancelled a second time, we will still prepare your taxes if you drop off the information, but we cannot reschedule any more appointments. As a courtesy, we send reminders for your appointment, so please double check that the appointment time matches what you have on your calendar and call us if there are any issues.

We always appreciate your business and continue to strive to help you in any way we can.

Best Regards,

Jennifer DeSimone, *MSA, EA*

And the team at LaMothe & DeSimone Financial Services, Inc.

A few reminders for this tax season:

* We are encouraging clients to utilize Zoom or telephone appointments or drop off instead of in-person appointments.
* We are requiring all tax documents to be dropped off or sent electronically ahead of scheduled appointment.
* **We offer a secure Taxdome portal for uploading documents electronically. Please call Rachel at extension 110 or** [**rmcnaughtan@lamotheassoc.com**](mailto:rmcnaughtan@lamotheassoc.com) **to set up access to the Taxdome portal. For security purposes and your protection, please do not email or text sensitive personal information, per FTC regulations we are not allowed to accept sensitive personal information electronically without two-part authentication.**
* **Information can be dropped off at any of our four locations (Please call before dropping off in the Belchertown office), or mail to PO Box 669, East Brookfield, MA 01515 (for all locations).**
* **IRS is not accepting e-files until January 29, 2024** - **refunds with any type of child credits will take approximately 21 days to process – per the IRS, please note we have no control over processing time.**
* **April 16, 2024– last day to file Federal and Mass returns (April 15 for non-Mass residents).** Please know that you may have to file an extension if we do not have your complete information by April 8, 2024.
* **Call extension 105 or 107 to book your appointment**. Appointment reminders will be sent via email or text messaging.
* Mass residents are still required to have minimum essential health insurance coverage or pay a penalty. Mass residents **MUST** have a Form 1099-HC and anyone who purchased insurance through the Connector **MUST** have a form 1095-A to complete the taxes.
* To help prevent identity theft, a copy of each spouse’s license is required for e-filing. If you have previously given us a copy, and your license has not expired, we do not need a copy.
* Payment in full for your tax preparation invoice is required before we can e-file your return.
* **Congratulations to those of you who have had new little tax deductions.** Please be sure to bring their Social Security number and Date of Birth with you.
* **Also, congratulations to those of you who have gotten married this year.** If you have recently gotten married, do not forget to notify the Social Security Office of any last name changes.
* **There have been many changes to the energy credits. Please make sure to let us know if you have made any energy saving improvements to your home or purchased a new electric vehicle so we can determine if you qualify for one of the energy credits.**
* **Beginning January 1, 2024, all LLCs and Corporations will have to register online with the federal government (FinCen) and report the Beneficial Ownership Information (BOI) for the company. This report is due by January 1, 2025. For more information visit** <https://www.fincen.gov/boi>**. Our office will be reaching out to you during the year to make sure this reporting is completed.**