



# Talent Insurance & Financial Solutions, LLC

INSURANCE, FINANCIAL & ACCOUNTING SERVICES

December 30, 2016

Dear Valued Tax Client:

Can you believe that another year is almost here again? The time is again here to get ready for the upcoming tax season.

You may have noticed a change to the business name and logo over the last couple months. As of January 1, 2017, Susan Olson, who is my mother, and I are combining our two businesses into one business. Along with tax, bookkeeping, accounting, payroll, and audit services, our one organization offers insurance, financial advising and tax planning services. We would be happy to discuss any of your needs with you.

We will be again utilizing the portal for file sharing purposes. If you do not have access to our portal and wish to have access, please let us know. I will be uploading a copy of your organizers, and will upload the electronic copy of your final return to the portal. You are more than welcome to upload all required documentation to the portal as well.

My rates for preparing tax returns during calendar year 2017 are included here. I have simplified my rate schedule again this year, and am basing the rates based on the month required information is received.

Signature on the attached Tax Preparation Agreement and completion of the organizers is required before preparation of your return will begin.

As in past years, starting January 3, 2017, my priorities will be organized as follows:

- Preparation of all required payroll documentation and forms due January 31<sup>st</sup>
- Preparation of all 1099 documents due to the recipient by January 31<sup>st</sup>
- Preparation of Corporation, S-Corporation, and Partnership returns due March 15<sup>th</sup>
- Preparation of Individual and Estate returns due April 18<sup>th</sup>
- Preparation of Exempt Organization returns due May 15<sup>th</sup>

If you have any questions, please do not hesitate to reach out to me at (608) 825-7882 or [esolson@talentcpa.com](mailto:esolson@talentcpa.com). I look forward to being your trusted tax preparer again in 2017!

Sincerely,

Emily Olson, CPA

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