



Coleman & Associates

Fully Integrated Tax, Accounting & Financial Services

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Engagement Letters Have Been Sent

We used DocuSign for many of our engagement letters again this year. We hope you found the process simple and easy to use.

All 1040 engagement letters were sent via DocuSign or mailed the week of January 20th. Portal users, the engagement letters are not on your portal.

***REMINDER* - Married couples must both sign the engagement letter.**

Organizers Have Been Posted to Portals and Mailed

Organizers were sent to your Coleman Portal on January 21st. The email notification was titled "Organizer Available on your Coleman Portal" from info@colemancpas.com.

Paper Organizers were mailed on January 22nd.

Please be sure to read the 2024 Cheat Sheet for the information required to begin processing your tax return.

Questionnaire is Fillable PDF

You can find a fillable PDF of the Organizer Questionnaire on our website under [Resources\Forms, Documents & Links\Tax Questionnaire](#).

Schedule C in Excel

Self-employed individuals can find a fillable Excel file on our website under [Resources\Forms, Documents & Links\Schedule C in Excel](#)

Schedule E in Excel

Rental property owners can find a fillable Excel file on our website under [Resources\Forms, Documents & Links\Schedule E in Excel](#)

How to Pay Your Income Taxes

The April 15th deadline for individuals to file and pay your income taxes is fast approaching. While paying taxes is not optional, you do have options when it comes to how to pay your taxes.

These options are available for your balance due and your quarterly estimated taxes, if applicable.

We strongly advise that you remit payments online! This ensures timely and accurate payment.

IRS Options

The Internal Revenue Service offers a variety of payment options summarized below. You can find out more and get started at <https://www.irs.gov/payments>

Illinois Options

The Illinois Department of Revenue offers a variety of payment options summarized below. You can find out more and get started at <https://tax.illinois.gov/individuals/pay.html>

Other states will have similar options. Start with a Google search or ask us for help finding the options for additional states.

Dropping Off Tax Documents on a Saturday?

If you plan drop off your tax documents on a Saturday, here's what you need to know:

1. Put your documents into a sealed envelope
2. Check in at the security desk for assistance with the elevator
3. Deposit your envelope into the secure mailbox to the right of our suite entrance
4. We will confirm receipt on the next business day.

What about Sundays? The building access is more restrictive on Sundays, therefore, please do not attempt delivery on Sundays.

If you're having difficulties, contact the office by emailing us at info@colemancpas.com or calling 773-444-3100 and we can work with you to troubleshoot further.

As always, contact the office with questions by emailing us at info@colemancpas.com or calling 773-444-3100. We are here to help.

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