mitchell & nemitz PA
CERTIFIED PUBLIC ACCOUNTANTS

Welcome!

Here at Mitchell & Nemitz CPA, PA, our team knows that we don't just "do taxes." We are on a mission to help you simplify and support your financial vision so that you can reach your goals all while helping you keep more of your hard-earned money.

We accomplish this by providing a personal experience that blends technology and hands-on service.

To get started, please take a few minutes to read the following statements. We want to be sure they resonate with you and to give you a behind-the-scenes look at what we believe to be true about serving you.

We believe:

- Tax preparation is more than filling in numbers on a tax return.
- Taxes don't have to be scary.
- You are more than just your numbers.
- You can have a positive impact on your financial picture by being proactive.
- Knowledge about your personal money situation is powerful.

How we work:

- Our office is professionally casual -- we want you to be comfortable knowing that we are part of your team and have been serving our community as a firm for over 30 years.
- We work with our clients via email, meetings (in person or virtually through Microsoft Teams), and over the phone.
- Though appointments are not necessary for us to do your return, if you feel that you have a major change in your tax situation that needs to be discussed or if you would like to do some tax planning, our front office team will assist you in getting an appointment if desired. We usually do not take appointments 2/15-4/15.
- We have a secure portal for sensitive document exchange as we take your privacy and security seriously. ***If you submit anything through your portal, you must inform a member of our front office staff so that we know when you are done and can retrieve it.***
- Communicating via text, Facebook messenger, LinkedIn, etc. doesn't allow us to provide the support you deserve, so we ask that you limit your electronic communication to email and our secure portal for document exchange.
- When submitting your initial tax documents, they must be received by our front office team in order to be logged in appropriately. ***Please do not send initial tax return submissions to your CPA.***

- We work on tax returns in the order that they are received.
    **We recommend getting us your information as soon as you have the majority of your tax info even if you are waiting on 1-2 documents. By the time you receive those documents, we should be about ready to start on your return(s).*
- To allow for quicker turn-around times for tax return completion and in an effort to better control our workflow, we are scheduling tax return data drop-off, mail-in, and document uploads for a specific date. In order to keep our turn-around time to 3-4 weeks or less, we will only be accepting a certain number of return data submissions per day. Each year there will be a link that will be sent out where you can schedule your date for submission.
- We have three sets of eyes on your return after it is logged in: the preparer's, the reviewer's and the processor's. The preparer is responsible for entering in information received as well as requesting additional items that are needed. The return then gets reviewed by one of our senior level accountants. The final step is processing when it will either be set up for *paper processing* where you will come in to sign, pay, and receive a paper copy of your return or *electronic processing* where you can digitally sign, pay, and receive a PDF copy of your return.

Our clients understand that:

- Your completed tax return isn't just a product; it's part of a larger relationship.
- The preparation of a client's tax return is not done during meeting time so that we can use that time together to answer the client's questions about current and future life situations.
- We review the client's prior year's tax return and look for reasons to amend it to obtain an additional refund or to fix significant errors.
- We educate the client about their current tax situation and look for hidden opportunities to decrease their liability.
- We don't negotiate our fees. **See Fee Policy on pages 4-6 for more information.*
- The work we do together isn't the same as a tax return from a franchised company.
- We recognize that individuals who frequently change accountants are unable to enjoy the benefits of knowing that their tax professional really knows them and what they are trying to achieve.

It's important to us that you feel we are a good fit to work together. If you have any questions about any of the above statements, please contact us by email at admin@wakeforestcpa.com or by phone at **919-556-9500** so we can discuss this further.

We look forward to working with you!

Important Deadlines

2/15 Last day to submit business return (1120 or 1065) info in order to have it completed by 3/15 (If received after this date, it will be extended)

2/21 Last day to submit business return (1120 or 1065) info in order to have it completed with the individual return by 4/15

3/1 Last day to submit tax info for individual (1040) returns in order to have it completed by 4/15 (If received after this date, it will be extended)

3/13 Last day to bring in checks for payments that you would like to send in with your business (1120 or 1065) extension

3/15 IRS initial deadline for business (1120 or 1065) returns. Extensions will be filed for business returns not e-filed by this date **will be the following Monday if it falls on a weekend*

4/8 Last day to submit individual (1040) tax info if you would like for us to calculate an estimate of your tax liability so that you can send in a payment with your extension (*There is a $200 fee for payment calculation requests received 3/1-3/31*)

4/12 Last day to bring in checks for payments that you would like to send in with your individual (1040) extension

4/15 Our initial deadline for individual (1040) returns. Extensions will be filed for returns that are not e-filed by this date. **will be the following Monday if it falls on a weekend*

7/15 Last day to submit tax info for extended business (1120 or 1065) returns and associated individual (1040) returns in order to have them completed by their final IRS deadlines **will be the following Monday if it falls on a weekend **there will be a 20% late fee for businesses submitted after this date if you would like for it to completed by the final deadline*

8/15 Last day to submit tax info for extended individual (1040) returns **that do not have an associated business return** in order to have it completed by the final IRS deadline **will be the following Monday if it falls on a weekend **there will be a 20% late fee for individual returns submitted after this date if you would like for it to completed by the final deadline*

9/15 IRS final deadline for extended business (1120 or 1065) returns to be filed. **will be the following Monday if it falls on a weekend*

10/15 IRS final deadline for extended individual (1040) returns to be filed. **will be the following Monday if it falls on a weekend*

Fee Policy

It is our goal to perform your work in the most cost-effective manner so that you receive a valuable service for the fees charged. When you succeed, we succeed!

Below is our policy on fees and collections.

Tax Returns

Rates are generally set to compensate as closely as possible for the time spent on your tax return. If a tax return takes longer than originally anticipated, the fee will increase. It will not increase, however, because of small or incidental additional time.

Included in the tax preparation fee:

- Complete preparation of your tax return
- Filing a tax extension, if needed
- Phone calls/emails during year that require less than five (5) minutes time
- Correction of any errors

Not included in the tax preparation fee:

- Corrections/reprints made after tax return completion that are the result of inaccurate or incomplete information provided by the client
- Assistance with inquiries, examinations or audits of any kind by any tax authority. This service is available but is billable at standard hourly rates (below) with a $50 minimum. However, you may submit a letter received and we will read over it at no charge.
- Tax planning. This will be billed at our standard hourly rates.

Tax Preparation Fee Guidelines

Your tax return fee can vary each year based on the information that you provide. If we prepared your return last year and your tax information is similar, then you can expect a small "cost of living" increase.

Basic Fees:

Form 1040, 1041, 990: $600 and up* (see tax fee increase information on pg 5)

Forms 1120, 1120S, 1065: starting at $1200 for basic return with clean, well-organized information. The fee could be significantly higher depending on complexity and condition of the records.

**Retainers will be collected before we start any work on prior year tax returns.

Tax fees will increase with:

- Extra data entry from multiple Forms W-2 and/or 1099-R
- Schedule B with many accounts, foreign tax credits, time spent calculating federal and/or state tax exempt interest and dividends
- Schedule C/SE for self-employment
- Schedule E for rental income
- Extra states
- State income allocations
- Part year state income allocations
- Schedule D
- Forms K-1
- Vehicle Expenses
- Home Office
- Long delays between information being requested and received
- Complexity requiring research, additional communication, etc.
- Postage fees – $10 per return mailed Priority
- Various other factors

Other services

The following are billable at our standard hourly rates (minimum charge $50):

- Federal, state or local tax audit, examination or inquiry assistance
- Consulting
- Tax planning or projections
- Written correspondence
- Assistance with non-tax inquiries and requests for information by appointment, email, or phone call
- Accounting services such as write-up, help setting up books, consulting regarding accounting issues
  ** Retainers will be collected before we start any cleanup work for bookkeeping.

Scheduling time with our accounting professionals

- In-person meetings are invoiced at a minimum of 1 hour
- Phone calls/virtual meetings are invoiced at a minimum of 30 minutes
- Emailed correspondence and questions are invoiced based on actual time

What To Provide For Your Individual (1040) Tax Return

Sometimes the most difficult part of tax season is simply gathering all the necessary documents to provide to your CPA. Here at Mitchell & Nemitz, PA, we make it easy for you. Although every taxpayer has a unique situation, here is a checklist that can help you put together many common items for your return (not all these items are likely applicable to you):

Prior Year Tax Return Copies
Please bring copies of your last two federal and state income tax returns. If you had property that was depreciated in those years, ensure that the depreciation schedules are included in the returns. **We can not log in your return without these.*

General Information
- Full name, SSN, and dates of birth for the taxpayer, spouse, and dependents
- Voided check for direct deposit of refund
- Info for any estimated payments made for Federal and/or State(s)
- 1099-G for any state refunds from the prior year

Income-Related Documents
- Employed
    - (W-2)
- Savings and Investment Income
    - Consolidated 1099s from your broker that shows all Dividends, Interest, or Stock Sales
    - Any individual 1099-B, 1099-Div, 1099-Int
- Retirement Income
    - 1099-R showing distributions from your retirement plans
    - SSA-1099 for your Social Security benefits
- Self-Employed
    - 1099-MISC forms
    - Income Statements showing all income and expenses by category for the year (i.e. advertising, supplies, etc.)
    - Auto – Business Mileage and Total Mileage for the vehicle
    - Home Office Square Footage
- Rental Income
    - Income Statements showing all income and expenses by category (i.e. insurance, repairs, etc.)
    - Details of any purchase made for the property in excess of $2,500
    - Property Information
        - -Purchase HUD-1
        - -Sale HUD-1
        - -Date at which property was available to rent
        - -1098 for the property
- Other Income
    - Schedule K-1s from any partnerships, S Corps, trusts, or estates.
    - Gambling Winnings

Itemized Deductions

- 1098 for mortgage on primary home
- Cash Donations
- Noncash donations with dollar value written on the receipts
- Medical Expenses
- Personal Property taxes paid on vehicles
- Gambling Losses

Health Care

- If you had an HSA, provide both a 5498SA and a 1099SA

Other Deductions

- 1098-E for Student Loan Interest
- 1098-T for Tuition paid
- Child-care expenses including the EIN and address for the location

These are not all the forms that are out there for tax purposes. Once preparation of your return begins, we will be in contact with you if there is anything else needed. Providing these items ahead of time eliminates stress about what you need to provide and allows us to complete your return in a timely manner.

What To Provide For Your Business (1120 or 1065) Tax Return

- Income
- Expenses
- Bank Statements
- Payroll Information
- Accountant's Copy of QuickBooks File is you use desktop
- Accountant's Invite to quickbooks@wakeforestcpa if you use QuickBooks Online