

For Immediate Release



Important Information for 2022

Happy New Year!

On behalf of the entire CPA Solutions Team, I would like to welcome you to work with us again this year! I am writing to outline a few important announcements and changes related to the 2022 tax filing season to ensure the process will go as smoothly as possible for you.

Merger with Basinger CPA. In October 2021 we finalized a merger with Basinger, CPA. This welcome addition has increased our team to six (6) CPAs and a total staff consisting of twenty (20) hardworking individuals.

WealthAbility Network (WAN) Mastery Level Affiliation Continues. CPA Solutions, LLC is now in its third year as a member of this elite group of only twelve (12) CPA firms worldwide. We focus on creating permanent tax savings for business owners, real estate investors, and entrepreneurs. The guidance that WAN offers allows us to provide you with the highest possible value through the utilization of the best plans and strategies related to tax reduction without compromising legality, ethics, or morals. Visit wealthability.com to learn more.

Financial Plan Oversight. Through our continued partnership with Boyd Pederson, CPA, PFS and Transamerica Financial Advisors (TFA), we are now entering our third year of being able to offer this service in addition to our core services of tax planning and preparation, bookkeeping, and payroll. With Boyd we can provide an analysis of your existing financial plan or create one if you do not have a plan. We will be sending out an optional survey to gauge your interest in this service. We are available to consult with you on all related matters.

Annual Engagement Letters. We will begin sending individual and business engagement letters to you immediately, assuming you do not already have an existing engagement letter with us. You'll notice that we've switched to a flat fee model and are offering you new opportunities to engage with us at a higher level.

Flat Fee Model. To create more transparency, we are moving to a flat fee model. Fees will not go up or down based on the time taken to complete the tax returns. Your customized engagement letter will indicate the cost of the services you desire. In cases where additional work is required (due to unusual situations), we will provide you with a cost estimate and seek your approval before proceeding further.

Opportunities to Engage at a Higher Level. For those of you who value a more proactive approach to tax strategy and more access to your tax team throughout the year, we are offering several new options for you. For those of you who just want your tax returns prepared, we remain happy to accommodate you at that basic level. Engagement Letters will offer four (4) options this year:

1. Basic – this service level includes CPA reviewed tax returns, analysis of your prior year tax returns, access to our team for special projects and consulting (for additional cost), recommendations for how you may improve your future tax situation, a subscription to our entrepreneurially focused newsletter, a complimentary copy of your electronic tax return, and retention of your tax records (while you’re currently engaged with us).
2. Basic with Audit Protection – this service level includes everything from the Basic level plus “Audit Protection” for the relevant tax year. Audit Protection allows us to provide a more detailed review of your records and allows you to avoid additional fees for time related to consulting on tax notices, audits (IRS inquiries), and identity theft-related work done by our firm on your behalf. At this level, we will represent you in front of the IRS and provide expert advice and work to resolve matters if you receive a tax notice or are selected for an audit. In the case of identity theft, we will handle the paperwork with the IRS and provide you with sound guidance along the way.
3. Standard – this service level includes everything from the Basic with Audit Protection level plus a mid-year planning meeting to review your tax returns and begin working on the current year's tax strategy, and a year-end planning meeting to dial in the current year's tax strategy.
4. Complete – this service level includes everything from the Standard level plus unlimited short phone calls and emails with our team.

Tax Preparation Process. We will begin working on your tax returns when you have taken *each of* the following actions:

- Completed and signed our 2021 Annual Income Tax Engagement Letter.
- Completed the [2021 Client Questionnaire](#) (Individual returns only).
- Paid the relevant fee for your individual and/or business return.
- Confirmed that *all* your source documents have been provided.

As always, we will contact you during the return preparation process if there are any questions or clarifications needed. When your tax returns have been completed, you will receive an email from us through your Liscio Account with instructions on how to complete the filing. We will follow up with a reminder if we do not hear from you within a week.

Cutoff Dates. The Cutoff date for passthrough business returns (Forms 1120S & 1065) is **February 18th**. This means that we cannot guarantee to complete your business returns by the first deadline of March 15th, unless all information for the business has been received by February 18th. Similarly, the cutoff date for individual, corporate, and fiduciary returns (Forms 1040, 1120 & 1041) is **March 18th, 2022**. This means that we cannot guarantee to complete those returns by the first deadline of April 15th, 2022, unless all information for the returns has been received by the March 18th, 2022, cutoff date. We will file an extension of time to file and push back the deadlines to the fall if we do not have all the information by the cutoff dates. **Note* that the extension is only for time to file, and any taxes owed are still due by April 15.**

Tax Organizers. Your Tax Return Organizers are forthcoming. You will be notified shortly that your tax organizers are ready. Let us know if you need assistance accessing it or if you did not receive the communication. Please refer to the organizer for what was reported last year. You are not required to fill it out or use it, but it does help us to prepare more accurate filings. We will ask you to complete the questionnaire portion of the organizer before we begin tax preparation. Please note that the questionnaire and organizer are available electronically; however, if you would like us to print and mail the questionnaire and organizer to you, this service is subject to a \$50.00 charge.

Paperless Office. We strive to keep your costs down and are sensitive to our natural resources. We are a paperless office, and our default delivery system is through **Liscio**. Paper copies are always available upon request, but we will charge \$100.00 to print and mail copies of your tax returns. We encourage you to request that all your source document originators deliver your information to you electronically so that you can forward it to us efficiently.

Liscio. Last year we rolled out our new online portal, **Liscio**. Liscio is an invitation-only application that combines real-time messaging and file sharing in one, easy to access place. If you have not already activated your Liscio account, you will need to do so before your tax returns are delivered. Please contact us to request a new activation link if yours has expired. Liscio is the **safest** way to transmit sensitive information. You can upload large files and multiple documents simultaneously. We will use Liscio to send you action items. Please contact us if you need help getting started using Liscio. The Portal login link is available on our website, <https://www.cpas.com/contact>.

Providing Your Source Documents. We encourage you to scan your documents and upload them through **Liscio**. However, if you prefer to mail your source documents, you may do so to our Lakewood Office. 225 Union Blvd. Suite 150, Lakewood, CO 80228.

Document Retention Policy. If you mail your documents, please send us copies of your source documents. **Do not mail us original copies of your source documents.** Any documents that you mail to our office will be **scanned and shredded**. We will maintain digital copies of everything you provided, as well as digital copies of your tax returns for as long as you are an active client.

Virtual Meetings. All client meetings will be conducted virtually. Virtual Meetings will create more opportunities for us to connect with you at your convenience. Regardless of the weather or different physical locations, we can facilitate a meeting where you are provided a face-to-face meeting with your trusted advisor and look at the same document(s) together. These meetings also provide you with the opportunity for a review of your tax returns after they have been completed. Tax return review meetings (phone, video, or in-person) are always available upon request.

Signing E-file Forms. We will continue to use Adobe EchoSign to obtain your electronic signatures for all e-filed returns, engagement letters, and forms that the IRS permits an electronic signature.

Payment. The changes we have made to the fee structure will be a change for some of you. You will no longer receive an invoice with an amount due with your completed return. Our services will begin when payment (along with engagement letter and source documents) is received.

Thank you for choosing us for your tax/accounting needs. We truly appreciate the opportunity to serve you and we look forward to helping you achieve your financial goals.

***Sincerely,
The CPA Solutions Team***

Jeremy Lederer, CPA	Chad Benson, CPA
Brian Basinger, CPA	Geoff Combs, CPA
Kayla Corbett, CPA	Sarah Hostetter, CPA
Erika Jurmu, EA	Brittini Fain, EA
James Crowdes	Liz Shanahan
Andrew Wilson	Anna Bogertman
Amanda Jurmu	Richard Hazen
Holly Jones	Jared Cole
Devan Gregory	Jamie Owens
Rita Whiting	Caroline McDaniel