

# Scott Olson CPA, LLC

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January 2020

Dear Valued Client,

I hope you had a wonderful holiday season. Soon a new season approaches, tax season of course! In an effort to be as efficient and as organized as possible for your year end, please review this letter and the attachments. Please assemble all of the information that pertains to your business, as this is the information that I will need to complete your year-end financial statements and tax returns.

The first enclosed item is a copy of your depreciation schedule. Please review the schedule for any changes. Please provide copies of receipts for any purchases and/or dispositions. Also review for any assets that you have scrapped or are not in use. These affect BOTH your personal property tax return as well as your income tax return.

The second enclosure is a checklist for your review. Please complete the checklist and attach any information that pertains to your business.

**PLEASE NOTE: DUE DATES for W-2s and 1099s MUST be filed with the IRS by January 31 2020. If our office will prepare your year-end payroll and/or 1099's, we must receive your information by Friday, January 17.** If we receive your information after this deadline we will not guarantee that your information will be processed timely and additional charges will incur.

If you have any questions, please feel free to contact me. Thank you for your continued business and I look forward to meeting with you soon.

Sincerely,

*Scott Olson*

Scott Olson  
Scott Olson, CPA, LLC

Enclosures