



Save Time Save Money Get Answers

Dear Client:

Happy New Year! Tax filing season is here and now is the time to start getting your tax documents in order.

TAX ORGANIZER/ENGAGEMENT AGREEMENT - As our industry is rapidly turning towards technology, starting this year, our tax organizers and engagement agreement can now be found on our website at www.warrioracs.com. We have two options to complete your tax organizer: an online version and pdf version. Our **ONLINE INTERACTIVE TAX ORGANIZER** allows you to organize your tax information online. If you prefer to fill out your organizer manually, you can print out our pdf version. If you do not have the resources to obtain these forms, please contact our office and we would be happy to mail it to you. We believe these changes will make our tax preparation process more efficient and cost effective.

CLIENT PORTAL - Our Client Portal allows you to securely exchange information with us over the Internet, is 10 times more secure than email, and there is no limit to the size of files you can transfer. As a valued client you get a secure, password protected portal to store and access your important financial documents from anywhere at anytime. To start using the Client Portal, please visit our website and click on the Client Portal to register. If you utilized the Client Portal last year, your login and password have not changed and you may use it at anytime.

TAX DOCUMENTS - Along with submitting your tax organizer and engagement agreement, please provide copies of all 2009 tax forms received such as Forms W-2, 1099, 1099-R, etc. As an Authorized IRS e-file Provider, we cannot submit electronic returns to the IRS unless we are in receipt of these forms.

EXTENSIONS - If you would like to avoid going on extension, please have all of your information to us by Friday, March 26th. For information received after this date, we cannot guarantee that we can complete your tax return by the April 15th deadline, but we can file an extension. As a reminder, an extension only extends the time to file your tax return. Any balance due still needs to be paid by April 15th to avoid late payment penalties and interest.

Returns on extension for individuals are due October 15th (September 15th for most other returns including partnerships and corporations).

LOCATIONS - We still offer three locations to serve you: Main office in Lakewood at 1701 Kipling Street, Suite 206; Littleton office (Brian's home office) at 8707 W. Glasgow Place; and Centennial office (Christine's home office) at 7360 S. Ulster Court.

We sincerely appreciate your business and look forward to seeing you. If you have any questions, please feel free to contact us.

Best Wishes for the New Year!

WARRIOR ACCOUNTING AND CONSULTING SERVICES, LLC

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