



**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.**

Our **Tax Organizers** and **Engagement Agreement** can now be found on our website at [www.warrioracs.com](http://www.warrioracs.com) in our Tax Organizers section. We have two options to complete your tax organizer: an online version and pdf versions. 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 versions. 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.

Along with submitting your tax organizer and engagement agreement, please provide copies of all your 2011 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.**

**As much as we would like to meet with each and every one of you, there are not enough hours in the day. We appreciate your cooperation in dropping off, mailing, faxing, or scanning/uploading to our secure client portal your information rather than scheduling appointments during our busiest time. If you decide that an appointment is necessary, please be aware that our schedule fills in very quickly and you should allow for at least a two week lead time to schedule an appointment.**

If you would like to avoid going on extension, please have all of your information to us by Friday, March 23<sup>rd</sup>. For information received after this date, we cannot guarantee that we can complete your tax return by the April 17<sup>th</sup> 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 15<sup>th</sup> to avoid late payment penalties and interest.

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

We still offer three locations to serve you:

- Main office in Arvada at 5310 Ward Rd, Suite G-07 (Supreme Executive Offices)
- Littleton Office (Brian's home office at 8707 W. Glasgow Pl.)
- 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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**[www.warrioracs.com](http://www.warrioracs.com)**