

Policy letter for McGregor-Caverhill, CPA, PC:

REMINDER: Due to the high volume of tax returns and limited filing season, we will complete the tax returns on a first in/first out basis, including the fall extended deadlines. PLEASE NOTE: there is no deadline to turn in your information, we will get the returns completed in the order we receive them. If your returns require immediate preparation, a rush fee of 25% of the previous years' bill or a minimum of \$250 will be assessed.

2022 Corporate tax returns are due on *March 15, 2023*. We cannot guarantee on time completion of your corporate returns unless we receive ALL the information needed to complete your return. An extension is easily prepared at no additional charge and extends the filing deadline to September 15, 2023. Remember, you do need to pay the state excise tax by March 15, 2023. If an extension is going to be filed, please plan on getting a check to our office ahead of time.

2022 Partnership tax returns are due on *March 15, 2023*. We cannot guarantee on time completion of your partnership returns unless we receive ALL the information needed to complete your return. An extension is easily prepared at no additional charge and extends the filing deadline to September 15, 2023. Remember, you do need to pay the state excise tax by March 15, 2023. If an extension is going to be filed, please plan on getting a check to our office ahead of time.

2022 Individual tax returns are due on *April 18, 2023*. An extension is easily prepared at no additional charge and extends the filing deadline to October 16, 2023. Please remember that any tax returns filed past the October 16, 2023 deadline are subject to substantial fines and penalties.

If we do file an extension for your personal income tax returns, we will do our best to determine your tax liabilities. We cannot guarantee accurate estimates for your tax liability for 2022 and estimated tax payments for 2023 unless we have most of your tax documentation for 2022 on or before *March 10, 2023*. However, we will, upon request, supply you with blank estimated tax vouchers and/or extension forms, or fill the forms out for you based on what you determine you can pay at that time.

We will continue to do our best to return calls and emails within 48 hours during tax season. If you do not receive a response to an email, please call the office to be sure that it was received and not filtered to "junk mail".

NO MEETINGS WILL BE SCHEDULED BETWEEN MARCH 8TH AND APRIL 18TH SO WE CAN FOCUS ON FINALIZING TAX RETURNS AND PREPARING PROJECTIONS.

PAYMENT POLICY:

Payment in full is required prior to filing any tax returns. If you are unable to pay in full, 50% down payment is required with the remaining balance to be paid within 30 days following receipt of your tax returns. We do accept VISA, MasterCard, American Express and Discover for your convenience. Interest at a rate of 18% APR with a \$2.00 minimum charge will apply to all past due accounts.