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As we head into tax season, we want to share several important updates and reminders to help things run smoothly.

Welcome to Our New Office!

We're excited to welcome you back into our newly remodeled office! Thank you for your patience during construction. Our previous space served us well for more than 40 years, and we're proud to continue in this refreshed office for many years to come.

Reminder: Please ring the intercom upon arrival so we can check you in before entry.

Tax Season Start & Appointments

Due to the recent government shutdown and the possibility of another this month, the IRS is expected to delay the start of tax season. As a result, in-person appointments will be limited.

- In-person appointments begin **February 2**, with our first Saturday open on **February 7**
- Appointments are assigned based on return type and complexity
- Office hours include a lunch closure from **12:00–1:00 PM, Monday–Friday**
- Because of limited in-person availability, we will offer more **phone and virtual appointments**

We strongly encourage using our **secure online portal or physical drop box** to submit documents so you can take advantage of remote services.

Changes to Tax Laws

Recent tax law changes may require additional information or documents this year. To help, we will send a **document checklist** outlining what you'll need before submitting your information.

Meet Our Growing Team

Thanks to your continued trust, we've expanded our tax and support team!

- **Christiaan and Lawrence** have joined us as Tax Preparers, bringing our preparer teams' total experience **over 60 years**.
- **Ed and Genesis** will greet you in the office and answer the phones—they'll help with scheduling and basic questions.
- **Becca, Jovany, and Sandi** as **Tax Assistants** who will help collect and organize your information so our Preparers can focus on preparing accurate returns and staying current with tax law changes.

2025 Pricing

As a thank you to our loyal clients, **our minimum pricing remains the same** this year:

- **\$150** – Personal returns
- **\$625** – Business returns (C-Corps, S-Corps, and Partnerships)

Final fees depend on the complexity of your return. While pricing for new clients is increasing, existing clients will continue at current rates.

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In-Person Appointment Reminder

For in-person appointments, please arrive **15 minutes early** so we can prepare your documents.

- Late or missed appointments **cannot be rescheduled** for another in-person visit.
- If this happens, we'll ask you to drop off or upload your documents and schedule a phone or virtual review instead.

We continue to operate by **appointment and drop-off only** and appreciate your cooperation.

How to Help Us Help You

Our process may feel different from past years, but these changes are necessary to protect your information and ensure accurate returns. Tax laws, IRS requirements, and data security standards continue to evolve, and our firm has grown to serve thousands of clients each year.

To help avoid delays:

- Please complete the tax organizer when provided
 - Clients with rental properties or businesses must submit documents and totals **before** scheduling an appointment
 - Missing or incomplete information may result in delays, additional fees, or filing extensions
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Protecting Your Information

For your security, please use our **secure online portal** to send documents.

Tax information sent by email will be **deleted and not reviewed**.

We truly appreciate your continued trust and look forward to helping make this your best tax year yet!

Sincerely,

Your Trusted Team at Auburndale Bookkeeping & Tax Service

Important Dates!

- January 19 – physical drop box and secure portal ready for your documents!
- February 2 – start extended hours (9–7)
- February 7 – first Saturday open (9–3)
- ***February 27 – deadline to provide corporate tax docs to avoid extension***
- ***March 27 – deadline to provide personal tax docs to avoid extension***
- April 11 – final Saturday open
- April 15 – end extended hours