

# ACCOUNTING BY DESIGN INC.

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January 5, 2025

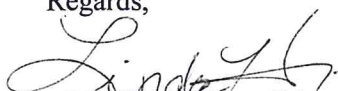
Happy New Year. Tax time is just around the corner. This is the time of year to start gathering all your needed materials for the completion of your 2024 tax returns.

## IMPORTANT CHANGES AND REMINDERS FOR 2024 TAX YEAR

- ◆ **Based on our on-going health issues there will be no office appointments again in 2025. I apologize for this but I am simply trying to limit any type of exposure to us from on-going Covid, the flu or any other viruses that float around. This is to ensure the safety of not only our staff but our clients as well. We strongly encourage you to either drop-off your paperwork or link to our secure portal. Options are attached. Drop-off's will be accepted through April 1, 2025. After that date an extension will be required. So please make sure to contact us early enough to avoid the April tax crunch. Make sure we have current phone numbers or e-mail addresses if and when you need to contact you.**
- ◆ **Secure portals: Linda - <https://encyro.com/lindaabdesign>**
- ◆ **Kinna - <https://encyro.com/kinnaabdesign>**
- ◆ **For 2024 tax year there will NOT be an increase in pricing.**
- ◆ If you need an organizer, please go to our website at [accountingbydesign.net](http://accountingbydesign.net). Remember all the worksheets are fillable. There is a more detailed organizer on our website as well. It is more comprehensive in nature than the simple organizer and may better prepare you for tax preparation.
- ◆ If you wish to have both a printed or electronic copy and a CD there will an additional \$ 10.00 charge.
- ◆ Tax Planning is a good tool to use if there have been changes in income or deductions. The first tax planning for the year will be at a \$25.00. All additional tax planning for the year will be at a charge of \$45.00 each.
- ◆ Additional copies of tax returns that are requested through the year will be charged at \$10.00 per copy for printed form and \$ 8.50 for secured electronic transmission.
- ◆ As in the past you can drop-off your information, e-mail or mail the required documents and information to us. If mailing the documents, **please do not send originals** - make copies of your documents and mail the copies to us. If you send originals that need to be returned there will be a mailing fee. If mailing by USPS please mail to P O Box 35743, Tucson, AZ 85740. If using UPS or Federal Express please use 1585 W Wetmore Road, Tucson, AZ 85705. **If you want to e-mail, please call my office for secure file upload instructions. Do not send through regular e-mail.**

As always, we are looking forward to working with you in the preparation of your 2024 taxes.

Regards,

  
Linda Hutchinson, EA

  
Kinna Ives, Tax Accountant