

January 2019

Dear Clients,

It is once again time to prepare for tax season. In response to the **biggest tax law overhaul since 1986 (32 Years!!)** we have updated our forms and processes to help you organize your tax documents. The IRS has succeeded in making the “simplified” tax changes more complicated than prior years, so it is more important than ever to complete all documents completely and accurately.

Enclosed is our **2018 Income Tax Questionnaire** with our standard **Engagement Letter**. For those clients with sole proprietorships, rental properties, medical expenses and donations additional worksheets are available on our website, **www.atscpas.com**. Please return the completed questionnaire, and worksheets (if applicable), **with** your tax information.

Please note, we are **required to have a signed engagement letter** for each tax return prepared by our offices and will be unable to file your taxes without the letter on file.

Make note of the following with regards to your 2018 tax information:

1. If you need to file an extension and you owe money, you must pay the amount owed (on or before April 15, 2019) or face penalties. **An extension of time to file is NOT an extension of time to pay.**
2. Preservation of client information is an obligation ATS Advisors takes seriously. Therefore, our staff will **NOT** divulge any tax or personal information such as refund or payment amounts over the phone.
3. Payment is due upon completion of your returns. Payment for returns being delivered must be received prior to being shipped or emailed. We accept cash, checks and debit/credit card payments. **We cannot e-file your tax returns without payment.**
4. If your tax information is not received in our office by **April 1, 2019**, we do not guarantee the completion of your return by April 15, 2019. We will attempt to complete returns received after that date; however, an extension may be necessary.
5. **Education & Child Tax Credits**- Per due diligence requirement you must provide 1098-T for education credits and proof of residency for child tax credit.

Our Services

Our drop-off continues to be the most convenient way to have returns prepared. If you have had a change in circumstances or prefer an appointment with one of our tax professionals, we are happy to schedule a meeting. However, due to the complexities of the new tax laws we are unable to do sit down preparation appointments and ask that you plan to leave your tax information for the completion of your return.

Beginning early February our offices generally, will be open Monday through Friday from 8:30 AM to 6:00 PM. Please contact your preferred ATS Advisors office to verify details of extended hours of operations.

Headquarters

875 8 Main St
Plymouth
Michigan 48170
734.454.4100

Down River

7915 Allen Road
Allen Park
Michigan 48101
313.388.7180

Northern Michigan

P O Box 627
Grayling
Michigan 49738
989.348.4055

Oakland County

2310 E 11 Mile Rd
Royal Oak
Michigan 48067
248.399.7331

Eastside

23000 Gtr Mack Ave
Ste 500
St. Clair Shores
Michigan 48080
313.371.6600

We are looking forward to working with you this tax season and please note with the drastic changes to the tax code and forms our turn-around time may take longer than you have become accustomed.

Having all your tax documents and the completed ATS forms at the time of drop off will enable us to finalize your returns efficiently and effectively. These changes in how your taxes are prepared and the additional reporting requirements are necessary and required by statute. We are working diligently to ensure you are fully aware of all the new requirements. If you have any questions please feel free to contact us at any time.

Best Wishes and Happy New Year.

Respectfully,



ATS Advisors
A Certified Public Accounting Firm

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If you were pleased with our service, tell friend. If you were not, please tell us.**



www.atscpas.com

Your referral is our best advertising!

For each referral coupon that results in a NEW client, we will send you

\$25.00

It's simple and easy, and most of all, it's our way of saying "Thank you".

YOUR NAME: _____

New Client Referral: _____

Address: _____

City, State & Zip: _____

Phone : (____) _____

Comments: _____

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| • Plymouth | 734.454.4100 |
| • Down River (Allen Park) | 313.388.7180 |
| • Northern Michigan (Grayling) | 989.348.4055 |
| • Oakland County (Royal Oak) | 248.399.7331 |
| • Eastside (St Clair Shores) | 313.371.6600 |