



Dear Clients,

Happy New Year from all of us at ATS Advisors. We hope you enjoyed your holidays and we are looking forward to working with you once again. Now that the new year is upon us it is time to prepare for completing your 2019 taxes.

For your convenience and to help you get your tax information organized, our **2019 Organizer forms** are available for download on our website:

**[www.atscpas.com](http://www.atscpas.com)**.

{If you prefer a paper copy please call, e-mail or visit one of our offices.}

Please note, in addition to your 2019 tax documents (W-2's, 1099's, etc.) we **MUST** also have the following:

1. Your **signed** 2019 Engagement Letter. (IRS and AICPA best practices require ATS to obtain a **signed** engagement letter for each tax return prepared.)
2. To ensure we have your most up to date information, please **complete** the 2019 Income Tax Questionnaire.
3. Additionally, if you have any of the special situations below, our worksheets are available for download at **[www.atscpas.com](http://www.atscpas.com)**.
  - Sole proprietorships (Schedule C Worksheet)
  - Rental properties (Schedule E Worksheet)
  - Medical expenses and/or donations
  - Charitable Contributions Worksheet – Cash and Non-Cash

#### **New Paperless Option for 2019**

As ATS continues to strive towards a greener planet we are offering **paperless tax return** options. Simply provide a blank flash drive\* along with your original tax documents. In return we will load a copy of your tax return(s) (current and prior year). **As an incentive, clients providing a flash drive AND electing to be paper free will receive \$5.00 off their total bill.** Please direct any questions on this offer to your preferred ATS office.

\* **PLEASE NOTE: FOR SECURITY PURPOSES ALL FLASH DRIVES WILL BE FORMATTED AND ANY INFORMATION ON THE FLASH DRIVE WILL BE DELETED PRIOR TO TRANSFER OF YOUR TAX FILES.**

**Please remember the following with regard to your 2019 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, 2020) or face penalties. **An extension of time to file is NOT an extension of time to pay.**
2. For privacy reasons and for your protection, our staff will **NOT** divulge any tax or personal information including refund or payment amounts over the phone.

#### Headquarters

875 S 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  
248.544.6160

#### Eastside

24825 Little Mack  
Suite 200  
St. Clair Shores.  
Michigan 48080  
313.371.6600

3. Payment is due upon completion of your return(s). 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, 2020**, we do not guarantee the completion of your return by the IRS tax filing deadline and we will file an automatic extension, if needed.

**Our Services**

While our drop-off service continues to be the most convenient option for tax preparation, please contact your preferred office to schedule an appointment with one of our tax professional if you have any questions, concerns, or a change in circumstances (i.e. marriage, divorce, retirement) that cannot be addressed during a drop-off or over the phone or email.

ATS offices will begin extended tax season hours on February 3<sup>rd</sup> as follows:

<b>Monday through Friday</b>	<b>9:00 AM to 6:00 PM</b>
<b>Saturdays</b>	<b>10:00 AM to 2:00 PM</b>

**Announcing**

Our St. Clair Shores office has merged with our Royal Oak office. For the convenience of our clients in and around St Clair Shores, we are maintaining a satellite ATS office located at: **24825 Little Mack, Suite 200, St. Clair Shores, Michigan 48080**. This office has limited hours; please contact Ashley or Kris to schedule drop off and pick up times at 248.399.7331.

We are looking forward to working with you to successfully complete your 2019 tax return(s). 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

**Remember... your referral is our best advertising:  
If you were pleased with our service, tell friend. If you were not, please tell us.**



[www.atscpas.com](http://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: \_\_\_\_\_

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