Petrella Phillips LLP | Certified Public Accountants

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Tax Season Office Hours – Feb. 5 to Apr. 15, 2024

Main Office	Mon. - Thurs. 8:30am-6:30pm
1892 S. Winton Road	Fri. 8:30am-4pm | Sat. 8am-2pm
Rochester, NY 14618	Phone: 585-544-1040
24 Hour Drop Box	Fax: 585-544-5949
Geneva Office	Mon. - Wed. 8am-6pm
24 Tillman St	Thurs. 8am-7pm
Geneva, NY 14456	Fri. 8am-4pm | Sat. 8am-2pm
	Phone: 315-789-3310
	Fax: 315-789-5437
Dansville Office	Mon. - Wed. 8am-7pm
28 Clara Barton St.	Tues. - Fri. 8am-5pm
Dansville, NY 14437	Sat. by appointment only
	Phone: 585-335-8703
	Fax: 585-335-7053

Important Information

NEW: Personal tax returns are due April 15, 2024. No "extra days" this filing season.

Professional Fees: Nobody likes to pay more. We have been and are continuing to do our best at reducing costs. However, this tax season, we are increasing tax preparation fees. Thank you for your understanding.

Credit Card Fees: We regret that we find it necessary to assess a 3.99% fee if you choose to use a credit or debit card.

Tax Return Filing: IRS and AICPA regulations require that we have a signed engagement letter, e-file authorization forms, and payment for services prior to filing your taxes. Please bring a check. **Your taxes CANNOT be filed without these. This is an IRS Circular 230 mandate. Please do not ask if you can wait for your refund to pay us.** If you're taxes are filed late due to non-payment of our fees, we are not responsible for any penalties or interest.

Early drop-off of your tax return documents are encouraged - the sooner you provide us with your documents, the sooner we can process your return. Don't wait for K-1's, 1099's, and 1098's that typically take longer to arrive; we can start your return without these documents. We follow a first in, first out process so get your tax information in early.

Payment for services will be required when you pickup or paid in advance if you request that we email or mail your tax returns to you. There will be a postage charge for Priority or Overnight mailing. Our website will allow you to pay by credit card, ACH, or check.

Please advise us of your children's tax return and filing status. The IRS will reject your filing if your children's filing status is incorrect on your tax return. Filing amended tax returns to correct filing errors will delay refunds by 6-8 months and **additional fees will apply if the error is due to inaccurate taxpayer provided information.**

Tax Document Checklist

Petrella Phillips LLP has designed this checklist as your guide to compiling your tax documents. Original documents will be returned to you. Any copies you submit will be destroyed.

Wages and Income

- ❑ W-2 forms
- ❑ 1099-R forms (IRA, retirement and pension distributions)
- ❑ 1099-SSA (social security income)
- ❑ 1099-INT (bank account interest)
- ❑ 1099-DIV (dividends)
- ❑ 1099-B (brokerage statements)
- ❑ W2G (lottery and gambling)
- ❑ 1099-C Bankruptcy or credit card discharge
- ❑ 1099-G Unemployment - retrieve off state website
- ❑ Income reported to you on Form 1099-MISC, 1099-NEC, 1099-K
- ❑ Alimony received
- ❑ 1099-K AirBNB, Zelle, Paypal, Ebay and other electronic payment services

Itemized and Other Deductions

- ❑ 1098-INT (mortgage interest paid)
- ❑ Real estate taxes - <u>Please provide copies of paid bills only</u>
- ❑ Gifts to charity (please detail to whom and amount)
- ❑ Volunteer expenses and mileage
- ❑ Unreimbursed expenses related to work and union dues – applies to state returns only
- ❑ Medical expenses, prescriptions, premiums paid, and medical miles
- ❑ Long-term care premiums
- ❑ Gambling losses
- ❑ Investment management fees- applies to state returns only
- ❑ Non-cash donations (clothes, furniture, etc.) must have a receipt from the organization that received your goods. The taxpayer is responsible for valuing the donation.

Education and Student Loans

- ❑ 1098-E (student loan interest)
- ❑ 1098-T (tuition statement)
- ❑ 1099-Q (distributions from college 529 plans)
- ❑ Tuition invoices and statements from College or University

Miscellaneous

- ❑ If you refinanced your mortgage during the year or bought and sold a house, please provide a copy of the closing or settlement statements
- ❑ Child care: we will need the name, address and tax ID number of the provider
- ❑ Schedule K1 from any partnership, S Corporation or trust
- ❑ 1099-SA (Distributions from an HSA or MSA)
- ❑ 1095-A for health insurance purchased on an exchange
- ❑ Voided check for direct deposit or for fee payment

Energy and EV credits: For 2023 taxes, credits are available for energy efficient home improvements. Please provide copies of paid invoices or contracts for windows, doors, insulation and HVAC equipment. For vehicles, please provide us with a purchase or finance statement along with full vehicle information. **Please note that not all credits may apply to your tax situation.**

Text Messaging: Please DO NOT send us tax information, images, IRS or NYS letters or other tax or private information via text message. We cannot be responsible for omitted data that was sent via text.