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ACCOUNTING & TAX SOLUTIONS, INC.

November 2014

Dear Valued Client:

With year-end nearly upon us, we, at Accounting & Tax Solutions, Inc., would like to remind you of some important information and request tax information.

Please remember that year end requires extra time to print W-2's and 1099's; therefore, it is important to get your work to us as early as possible. The earlier you get your work to us, the earlier it will be returned to you. If we prepare your W-2's and 1099's, please help us accommodate you by reviewing all of your subcontractors and employees names, addresses and ID numbers for accuracy. **Social Security Administration and IRS rules state that W-2's and 1099's are due to recipients on or before January 31, 2015. In order for us to ensure this requirement is met, we require your completed information be sent to us no later than January 25, 2015. Any information received after this date will be charged an additional \$100 fee.**

We are enclosing a Vehicle Usage and a Sub-S Corporation Insurance Premium questionnaire for you to fill out. All of these need to be **returned to us by January 10, 2015.**

W-4 forms should be updated with your employees at the beginning of every year and kept in their payroll files. You can print a 2014 W-4 at www.irs.gov and if you need an I-9 at <http://www.uscis.gov/files/form/i-9.pdf> and the Colorado Affirmation Forms are at www.colorado.gov/pacific/sites/default/files/EVL-MandatoryAffirmationForm9-1-14.pdf

Finally, an annual use tax return will be due to the State and City by January 20, 2015, if you don't already file monthly or quarterly use taxes. This return reports any purchases that you have made in 2014 where State, RTD, and or City taxes were not collected (for example: office supplies purchased out of state). For our monthly or quarterly clients, please gather these receipts and summarize them for us so that we may prepare your use tax return for you. This information is due to us by **January 10, 2015.**

If you have any questions, please call. Once again, thank you for your continued business and we always welcome new business, so please refer us to your friends and family! Have a wonderful holiday season!

With Regards,

John, Briana, Patti, Lois, Gary, Jeanne, Dory & Chantel

VEHICLE USAGE

If you have a company owned vehicle, the IRS requires that you include in you personal income the cost of the personal use of the vehicle. The same applies to any employee who drives company owned vehicles. Therefore, we need this information before we can prepare your Corporate & Personal taxes. We need this information by **January 10, 2015**. Please use the following schedules for each vehicle.

Vehicle #1		Vehicle #2	
Business Miles	_____	Business Miles	_____
Personal Miles	_____	Personal Miles	_____
Total Miles Driven	_____	Total Miles Driven	_____

SUB-S CORPORATE INSURANCE

In compliance with the IRS rulings, we must report medical insurance payments that have been made through your corporation for a more that 2 % shareholder on box 1 of the W-2. If you have a payroll service firm process your payroll, you must report these premiums to them with your last payroll of 2014 and before they run your W-2's. If this is not done and your W-2's and quarterly payroll tax returns are completed, they will have to be corrected and additional fees will be charged.

Please list the types of insurance payments you make through your corporation on the following schedule.

Shareholder's Name	Disability	Life		
	Insurance	Insurance		
	Premium	Premium		
	(12 Months)	(12 months)		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please return this form by **January 10, 2015**.

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Phone: 303-232-8300

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