



Dear Clients and Friends,

Happy New Year and we hope you are off to a great start in 2017! Now that we are into January, income tax time is just around the corner. We look forward to assisting you with your 2016 tax return preparation and 2017 tax and business planning.

The big change for Two Hills at the end of 2016 was the move to a new office. We are now located on the 3rd Floor of the Daniels and Fisher Clock Tower at 1601 Arapahoe St. Denver, 80202. Along with the new office, we have updated our website as well. Our new primary website is www.twohillscpas.com.

Our Tax Return Process

Our 2016 tax organizer is posted on our website [here](#). Please review the checklist and answer any questions that apply - an answer could be a big tax saver! We have also included a summary of key tax areas for 2016 on our website [here](#).

We are using the same secure client portal as in previous years. [Here is a link to the portal](#). Please contact us if you have any questions, need help walking through it, or if you need your password reset. As you receive your informational tax forms (W-2s, 1099s, brokerage and bank statements, etc.), you can upload them to the portal. If you prefer, you may drop the packet at our office. Please email or call if you have information that has changed from last year and cannot be made clear in the packet. **Once you have received and sent all expected documents, please notify us that all information has been sent and we will begin work on your return.**

The filing deadline to file or extend your 2016 individual tax return is Tuesday, April 18, 2017. The deadline to file or extend a corporation or partnership return is Wednesday, March 15th 2017. **For individual returns, if your complete information is in our office no later than Monday, March 27, 2017, we will make every effort to have your tax return completed by the above deadline.** It may become necessary to apply for an extension if there are unresolved tax issues, delays in processing, or if we do not receive all of the necessary information on a timely basis.

If an extension of time is required, any tax due with the tax return must be paid with the extension. Any amount not paid by the filing deadline is subject to interest and late payment penalties when the amount is actually paid. The law provides that various penalties may be imposed when taxpayers understate their tax liability. If you would like information on the amount or circumstances of these penalties, please contact us.

Upon completion of your return, we will contact you to set up an appointment to review the return and discuss tax and financial planning for 2016. If you would prefer to review the return electronically, we will upload the return to the client portal for your review. Prior to e-filing the return, we will need your signature on the IRS and State of Colorado e-file authorization forms that will be uploaded with your return. These forms can be printed, signed, and uploaded back to the client portal or signed electronically.

Please feel free to contact us at 303-223-2575 if you have any questions or need additional information.

Sincerely,

Brian Hill, CPA, MBA

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