



Certified Public Accountants
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Dear Clients:

We hope you are off to a great start to 2018! Now that we are a few weeks into January, income tax time is just around the corner. We look forward to assisting you with your 2017 tax return preparation and 2018 tax and business planning. Our 2017 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!

New for this tax season, we will be using a system called Canopy for secure client interactions and uploads. (This replaces the client portal which we have used in years past. We think that you will enjoy using Canopy, as it offers a streamlined interface with intuitive file and folder options.) Please contact us if you have any questions or need help walking through it.

As you receive your informational tax forms (W-2s, 1099s, brokerage and bank statements, etc), you can upload them to Canopy. If you prefer, you may drop the packet at our office. Please email (info@twohillscpas.com) or call ([303-223-2575](tel:303-223-2575)) if you have information that has changed from last year which cannot be made clear in the packet. **Once you have received and delivered all expected documents, please notify us that all information has been sent and we will begin work on your return.** We will review your documents and post an estimated delivery date for the completed return on Canopy.

The IRS deadline to file or extend your 2017 individual tax return is Tuesday, April 17, 2018. The deadline to file or extend a corporation or partnership return is Thursday, March 15, 2018. **For individual returns, it is important to meet our internal document deadline of March 19, 2018. If your complete information is in our office by March 19, we will make every effort to have your tax return completed by the tax deadline.** If we do not receive all necessary information on a timely basis, or if there are unresolved tax issues or delays in processing, it may become necessary to apply for an extension.

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. The law provides that various penalties may be imposed when taxpayers understate their tax liability. If you would like information on the circumstances of these penalties, please contact us (info@twohillscpas.com).



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Upon completion of your return, we will contact you for review, which can be done electronically or in person. If you would like to come in to review your return and discuss tax and financial planning for 2018, please email (info@twohillscpas.com) or call ([303-223-2575](tel:303-223-2575)) to schedule an appointment. We generally fill up about one week in advance, so if you have a preferred time please contact us ahead of time. Once your return is reviewed, we will need your signature on the IRS and State of Colorado e-file authorization forms that will be uploaded with your return prior to e-filing. These forms can be signed electronically and uploaded back to Canopy.

Please feel free to contact us if you have any questions or need additional information.

Sincerely,

Brian Hill, CPA, MBA

Two Hills CPAs, P.C.

www.twohillscpas.com