



We are hoping everyone had a great 2022 and we are looking forward to an even better 2023.

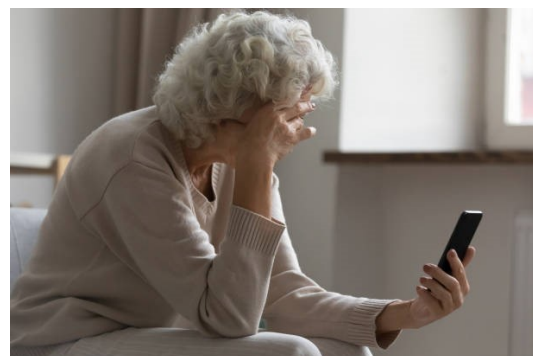
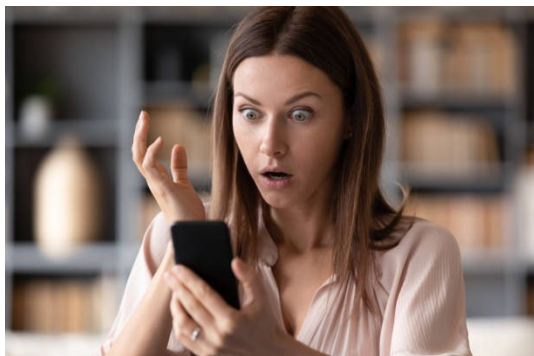


This year we just want to warn everyone about the financial scams that are out there. The IRS will never call you, social security will never call you, if you get a phone call from either of these – it is a scam hang up. Amazon doesn't call and ask for payment info either. They may call if there is a delivery issue and only to confirm a delivery address or time and you will see the delivery issue in your account. Do not give any payment info on the phone to anyone claiming to be Amazon.

If anyone calls you and asks you to go to the bank and withdraw cash to send or to go buy gift cards to send – it is a scam – ALWAYS. No legitimate business will ever ask you to do this. I know I have had "FPL" call me claiming to be a tech sent to shut off my power. If someone calls you claiming to be your utility or your bank – hang up and either log in to your account to see if there is an issue or call the listed phone number or go to your bank. Do not ever give your banking information out to anyone on the phone.

If you get an email saying there is an issue with an account (Amazon, bank or other) and to use the link they provided to log in and confirm your info – do not click the link. Delete the email and login into your account from the trusted website.

There is also new fraud out there on real estate. We are recommending that you go to [www.stlucieclerk.com/services/property-fraud-alert](http://www.stlucieclerk.com/services/property-fraud-alert) and register for the fraud alerts to prevent scammers from recording fraudulent deeds, mortgages etc on your property.



Our 2023 tax season will kick off February 1, 2023. We are hoping for a smooth start to the season and we hope that we are able to make your tax return preparation process as painless as possible. However please be aware that in the year end budget legislation there may have been law changes that affect tax forms and we do not have release dates as to when they will be available. We cannot prepare returns until the necessary forms are released in final format both from the IRS and then our software vendor which has to program the changes. We have no control over this timing. While the IRS may open up efilg, some forms may still be in draft. In some years it has been as late as February before all the forms have been ready.

#### Electronic Contact Information:

[www.cbackcpa.com](http://www.cbackcpa.com) to access the website

[www.cbackcpa.liscio.me](http://www.cbackcpa.liscio.me) Liscio portal

[cback@cbackcpa.com](mailto:cback@cbackcpa.com) Cathy's email

[Janet@cbackcpa.com](mailto:Janet@cbackcpa.com) Janet's email

[Melissa@cbackcpa.com](mailto:Melissa@cbackcpa.com) Melissa's email

[Admin@cbackcpa.com](mailto:Admin@cbackcpa.com) – Lynn our office manager's general mailbox.



Like us on Facebook: <https://www.facebook.com/catherinebackcpa?ref=hl>

## VERY IMPORTANT DATES

**(If you read nothing else please read this)**

Please familiarize yourself with the due dates for the services we provide for you. **It is very important that you remember to contact our office prior to these deadlines to arrange dropping off your information. Remember procrastination on your part does not create a crisis on our end.**



**Individual Returns, Trust Returns and C Corporation Returns:** This year the due date is Tuesday April 18<sup>th</sup>. This deadline applies to any individual, C Corporation or trust tax return. Taxes owed are due in full on Apr. 18<sup>th</sup>, regardless of whether an extension is requested. April 18<sup>th</sup> is also the deadline for requesting a tax-filing extension and for making 2022 IRA and HSA contributions.



**S Corporate and Partnership Returns:** Business returns are due 2 ½ months after the corporate year end. This year March 15<sup>th</sup> falls on a Wednesday. If your business is an S corporation, partnership or an LLC taxed as either, with accounting calendar year end, the due date of the tax return is March 15<sup>th</sup>. Please note business returns do not have the same due date as individuals.

**EXTENSIONS – If your information is not in our office by the dates following below, please call the office to arrange for an extension.**

## Mark your calendars!!



**TBA (late Jan or early Feb)** – the first date electronically filed returns will be able to be filed with the IRS.

**February 2, 2023** – if you have more than three months of bookkeeping to drop off this is the date we **must** receive your bank statements, check register, credit card statements etc in order to have your bookkeeping done in time to meet a March 15<sup>th</sup> return delivery deadline. If we do not receive your information by these dates, we cannot guarantee March 15<sup>th</sup> delivery. Additionally, if the information you drop off is not complete we cannot guarantee completion by March 15<sup>th</sup>. If you do not drop off your information by this date, you will need to call the office and request an extension.

**February 9, 2023** – if you have three months or less bookkeeping to drop off this is the date we must receive your bank statements, etc. If you do not drop off your bookkeeping by this date, you will need to call the office to request an extension.

**February 16, 2023** – for non-bookkeeping business clients this is the date the information for corporations and S corporations is due in order for us to ensure delivery of your returns by March 15<sup>th</sup>. Your income and expense summary and balance sheet information must be complete and accurate in order for us to process your return timely. If you do not drop off your information by this date you will need to call the office to request an extension.

**February 23, 2023** – this is the date we must have any additional information we have requested during the preparation of the corporate tax returns in order to ensure March 15<sup>th</sup> completion. If we do not have your information in the office on this date you will need to contact our office and request an extension.

**March 1, 2023** – This is the date we will be filing extensions for corporations, partnerships and trusts who have contacted us.

**March 9, 2023** – this is the date we need to have received your personal tax information in the office in order to meet an April 18<sup>th</sup> delivery deadline. If we have not received your information by this date or if the information we have is incomplete, you will need to contact us to arrange for an extension. If you believe you will owe taxes and plan to make an extension payment it is important that you let us know prior to April 1<sup>st</sup>.

**April 3, 2023** – This is the date we will be filing individual tax extensions for clients who have contacted us.

**April 18<sup>th</sup>** - We will be open April 18<sup>th</sup> until 10am. – *for pick-up of returns or drop off of information only.* if you are planning to file on April 18<sup>th</sup> please be sure you have picked up your tax information and/or signed and returned your efile authorization forms prior to 10am.

**April 18 – 21** – Our office will be closed.



**April 24<sup>th</sup>** – we return to regular operating hours.

Important

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## Other Important Information

**LISCIO** This year we will only be able to open attachments that are sent thru Liscio or our website portal. This is both for your protection and ours. The number one reason that CPA firms are getting hacked is opening unsecured attachments from clients. Liscio can be accessed from both your computer and your phone. You do not have to download the app onto your phone unless you want the convenience. To log in to Liscio simply accept the invite so that you can set up a password and then go to [www.cbackcpa.liscio.me](http://www.cbackcpa.liscio.me) and login and use the upload file button. The phone app is a convenient way to be able to scan and upload documents to us as well.

**DELAYED REFUNDS!!!** – In an effort to combat tax fraud, your tax refund could be delayed. Early filers with earned income or additional child tax credits will have their refunds held until February 15<sup>th</sup>. This is the result of a new law that requires the IRS to hold refunds until February 15<sup>th</sup> for these taxpayers. The refunds are being held so that the IRS can match reported information to W2s and 1099s filed in January. Additionally – new security procedures may slow down refunds for other taxpayers as well. Taxpayers requesting direct deposits may receive paper checks in order to combat suspected fraud. Additionally due to staffing issues from the Covid19 – this process has been even more delayed. We have no control over this timing and unfortunately there is nothing we can do on our end to rush the process.

**Payment** – For those clients with outstanding or past due account balances, in order for us to accept your information to prepare your 2022 taxes we will require that you bring your account current, please take action now to bring your account current. We will also require payment in full prior to releasing a completed return for any client with an outstanding balance or a history of slow payments. If you believe you have an outstanding balance, please contact our office prior to bringing in your tax information. ***If your account with us is not current and we do not hear from you prior to the information deadlines above, we will not provide services such as the filing of an extension on your behalf until you have resolved your account balance.***

**Website** –Our website contains a great deal of useful information. We have uploaded a blank tax organizer, our mini- personal and business tax checklists and our Life Planning Checklist. Our website also contains many forms needed by employers such as the most recent Form W4, the Form I-9 that Homeland security requires to be on record for each employee. There are links to the Florida New Hire Reporting and Workers Compensation rules. And of course it contains the link to our electronic portal.

### Electronic File Delivery (Electronic Portal)

We are in the process of transitioning to a new portal. Follow the link on our website [www.cbackcpa.com](http://www.cbackcpa.com) to upload files to us. Once we have launch information on the new file sharing service and phone app we will be sending out more information.

### Return Copies and Provision of Information to Third Parties

We are required under federal law to obtain a signed written authorization specifically identifying the information to be released and the person to whom it is being released prior to providing any copies of tax returns to persons other than the taxpayer. In the case of a joint return both spouses must sign the consent. We cannot accept the release forms you sign at the bank and must use a release containing the required information and disclosures prescribed by the IRS i.e. we only accept our own consent to release forms. Please do not ask us to accept a verbal release or emailed request to send your information to a third party, we love our clients, but we cannot risk the fines that would result. We can send the information to you in electronic format and you can choose to forward the information, but we cannot send the information directly to a third party without a signed consent.

Additionally, for those clients for whom we provide payroll services, please **DO NOT** give our contact information to your employees for purposes of requesting W2s or employment verification – should an employee need a copy of a W2 – you can provide a copy from your employer copy. Also for most payroll clients we have uploaded the payroll information to each employees View My Paycheck account which they can access directly. If you cannot locate your employer copy we can forward you another copy of that file. It is very disruptive to our office to have client employees calling requesting multiple years of W2s because they have lost their copy or the bank needs them, or for the employees to start calling us in January wanting their W2s.

### **Tax Organizers**

As always, attached along with this newsletter is our mini tax organizer. Many of you prefer this shortened format to the detailed organizer. If you did not receive your detailed electronic organizer and would like one please contact us to resend. We will also be posting a downloadable copy of a blank organizer on our website [www.cbackcpa.com](http://www.cbackcpa.com). This copy can be downloaded and you can print out and use only the pages that you need.

### **Last but not least**

I also want to remind everyone once again of the importance of not only having a will but also to have a living will, to appoint a medical surrogate and to have a Durable Power of Attorney in place. Many people are under the belief that they will either be here and fully capable or gone and it doesn't matter, but a stroke, or diseases like dementia or Alzheimer's can leave you unable to care for yourself or handle your own affairs. Failure to have this paperwork in place puts an unbelievable amount of stress on your loved ones. This stress is completely avoidable with a little planning and organization. Our Life Planning Checklist on our website is available for you to reference in organizing your paperwork – I urge all of you regardless of your age to put together a book organizing all of this paperwork in one place and making your family aware of where this critical information is located.

If you have any questions concerning the above, or would like to schedule a meeting please contact me at (772) 446-7990 or send an email to [cback@cbackcpa.com](mailto:cback@cbackcpa.com).

Wishing all of you a safe and joyous 2023!

Very truly yours,

Cathy

Catherine Back, CPA



**CATHERINE L BACK CPA PLLC**

phone: (772) 446-7990

website: [www.cbackcpa.com](http://www.cbackcpa.com)

email: [cback@cbackcpa.com](mailto:cback@cbackcpa.com)

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