

**PLEASE REVIEW BOTH SIDES OF THIS LETTER FOR IMPORTANT ITEMS  
THAT CAN BE HELPFUL IN PREPARING YOUR INFORMATION.**

January 3, 2024

Happy New Year to our clients and friends!

If requested, your organizer is enclosed. Although its use is optional, we find it to be a good tool in aiding with the preparation of your return and formulating 2024 and future tax strategies. Its primary function is to help gather tax information, not take the place of an annual conference. If you did not receive a tax organizer, and would like one, please contact our office.

Please note that all meetings will be scheduled for 30 minutes. If you feel that you will need more time, please let us know at the time of scheduling. If you would like to discuss your 2023 tax matters with us but are not comfortable with an in-person meeting, please note that we are able to meet with you via video (Zoom, Google Meets, Microsoft Teams, etc.), as well as a telephone conversation. Please let us know your preference when you call to request a meeting.

**IMPORTANT DEADLINE DATES:**

- **March 12<sup>th</sup>** – Individual client tax documents due to Benefield & Hamner
- **April 8<sup>th</sup>** – Individual client tax extension info and/or extension payments due to Benefield & Hamner
- **April 15<sup>th</sup>** – IRS individual filing deadline

If you are providing copies of any tax-related documents (W-2's, other income, deductions, etc.), via e-mail or your secure client portal, in order to integrate with our tax software, we kindly ask that you send them via PDF and not as an image (in as few PDF scans as possible).

Please call us if you have any questions. When you are ready to make an appointment, please contact Jennifer or Alexis at (205) 621-4033 and they will review our calendar with you.

Very truly yours,  
Benefield & Hamner, CPA's

**The following are common issues that sometimes are not clearly communicated, so please be sure to pay attention to the following:**

- If you made any estimated tax payments during the year, please be sure to let us know the dates and the amounts of each payment. Please also provide proof of payment. Some other items to note for 2023 and future tax years are as follows:
  - Both the IRS and the state of Alabama have established websites that greatly facilitate taxpayer tax payments of any kind, as follows:
    - Federal – [www.EFTPS.gov](http://www.EFTPS.gov)
    - Alabama – <https://myalabamataxes.alabama.gov>
      - (Commonly referred to as My Alabama Taxes)
- The use of these websites for tax payments (such as quarterly estimated tax payments, or payment of balance due when the annual tax returns are filed), are NOT required, yet, but they are being heavily encouraged.
- Non-monetary/in kind charitable contributions now have even tougher qualifications and valuation requirements. Both the IRS and the states have begun to request documentation to support the deductions claimed. Please provide us with at least the value or dollar amount and an itemized list of what you donated (for EACH separate date that you donated). The Salvation Army and Goodwill websites have valuation guides to help you value your donated items. It is also recommended that you take a picture for your records. Finally, whenever possible, obtain a receipt from the organization.
- There are **NEW** strict guidelines for Federal Energy Credits. Please visit the websites, listed below, to see if you qualify:  
<https://www.irs.gov/credits-deductions/home-energy-tax-credits>  
<https://www.irs.gov/credits-deductions/credits-for-new-clean-vehicles-purchased-in-2023-or-after>
- Please note in your tax organizer (or provide with your tax documents) if you have had any interest in or authority over any foreign account or trust, in the past year. Please also note in your tax organizer, and provide the annual transaction report or 1099, if you received, sold, exchanged, gifted, or disposed of any digital assets. The following website provides the Frequently Asked Questions regarding the potential tax impact of investments in virtual currency:  
<https://www.irs.gov/individuals/international-taxpayers/frequently-asked-questions-on-virtual-currency-transactions>
- Request summary reports from your physicians and pharmacists to support your medical deductions claimed.

#### **BROADLY APPLICABLE FEDERAL HEALTH INSURANCE REPORTING**

**If your health insurance coverage was through the Healthcare Exchange, WE MUST HAVE the Form 1095-A that will be provided to you in order to prepare your tax return.**

Please visit our website: <https://www.cpabh.com> or visit us on Facebook for more info.