C.J. CARPENTIERI ASSOCIATES
7 OLD SHERMAN TPKE STE 105
DANBURY, CT 06810-4174

FINANCIAL, ACCOUNTING, TAX & BUSINESS MANAGEMENT SERVICES

Tel: (203) 778-6626 Fax: (203) 778-0361

Email: ccarpentieri@snet.net

Website: https://cjcarpentieri.com

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Our Mission
To provide personalized Accounting, Tax, Financial and Investment Management Services to individuals and business.

Additional Services
- **Accounting Services**
- **Business Bookkeeping**
- **Business Startup**
- **College Savings Plans**
- **Corporations**
- **IRAs**
- **Limited Liability Companies**
- **Long-Range Business Planning**
- **Partnerships**
- **Payroll Services**
- **Rollovers**
- **Roth IRAs**
- **S-Corporations**
- **SEPs**
- **SIMPLEs**
- **Small Business Consulting**
- **Tax Preparation**

YEAR END PERSONAL INCOME TAX ORGANIZER & QUESTIONNAIRE
PLEASE READ CAREFULLY

A new year is upon us and that means it's time to face the challenge of preparing your 2024 Federal and State tax returns. To help you meet this challenge we have continued to study the new ever changing tax laws by attending numerous meetings and conferences and we will continue to keep our focus on any new legislation as it is enacted. With a new President and a re-balanced House of Representatives and Senate we expect to have even more Tax Law changes that we are prepared to help you comply with. As in prior years I and my professional staff including Armand Marricco, AFSP, and Armen Stauffer are ready to help you comply with our difficult tax code. Recent changes to the tax code and regulations are reflected in the enclosed 2024 Personal Income Tax Organizer & Questionnaire. **We must have your completed and signed Tax Organizer & Questionnaire in order to complete your return.**

Although not tax related, and therefore outside of the scope of our engagement with you, I feel it is very important that you are aware of a new law called "The Corporate Transparency Act". If you currently operate a business or rental activity as a Limited Liability Company ("LLC") or plan to create an LLC in 2024, I encourage you to seek legal counsel to make sure you are in compliance with this new law as penalties for noncompliance are severe.

Since the Corona Virus pandemic of 2020 we were forced to change our practice of meeting clients face to face in tax interview meetings. Most clients either dropped off or mailed their paperwork to us. Our Personal Income Tax Organizer & Questionnaire became the cornerstone in what resulted in successful tax seasons for everyone despite the pandemic. I want to personally thank you for your cooperation in completing last year's Personal Income Tax Organizer & Questionnaire and look forward to receiving the updated version enclosed for your completion and signature. Please either drop off or mail in your completed Questionnaire and tax information. We will date each package as it is received and will complete each return in date order received. We will communicate with you by phone, fax or email to secure missing data or discuss items that require clarification. **Our questionnaire asks for current contact information (phone, cell phone, email) so be sure to fill it out with your correct information. If you mis-place our Questionnaire you can print a copy by visiting our website cjcarpentieri.com. Our website also contains several worksheets to help you gather your tax information.**

If you feel that a face-to-face tax meeting is essential to deal with extraordinary tax issues, we ask that you call the office now to discuss your situation and a decision will be made as to whether a meeting is in order. Again, if you feel this is the case, please call now as appointment scheduling is critical this year.

Our out-of-state and traditional mail-in clients should continue to send us tax information with the enclosed completed and signed questionnaire. Please do this as early as possible this year!

The IRS continues to make great strides in identifying fraudulent tax filings; however concerns regarding identity theft still remain. As a result the earlier you file your taxes, the less likely a thief will claim a refund using your stolen social security number. The IRS has instituted new procedures and controls to thwart the efforts of those who attempt to file fraudulent tax returns. Our professional tax preparation system has been updated with the new IRS mandated controls and procedures. **If you were given an Identity Theft PIN number be sure to give it to us.** If you lose your ID Theft PIN number, you will be forced to paper file your return causing delays.

Enclosed is our 2024 Personal Income Tax Organizer & Questionnaire (yellow forms) for your review and completion. As stated above, we must have this form completed and signed to begin the process of preparing your return. (Don't be alarmed; most of the questions require a simple "yes" or "no" response from you.) **Please include this completed form with your other tax information, as we must keep it on file in our office**. These questions help ensure that you get all the deductions and credits allowed to you by law. If you do not understand a question leave it blank. We can address it either over the phone, email or in person.

With the aid of this 2024 Personal Income Tax Organizer & Questionnaire you will be better prepared to accomplish the task of gathering all your tax information and we will be better prepared to accurately prepare your return. Please note that tax information received after March 31, 2025, will most likely result in the filing of extensions that will result in an additional fee of $125.00.

LETS TRY TO FILE TAXES EARLIER THIS YEAR.

Please make every effort to gather and give us your tax information as early as possible so we have the time to address any missing or incomplete information.

My firm is an authorized e-file provider. As such we will continue to participate in the IRS and various state e-file programs. All eligible returns will be e-filed. There is no additional charge for e-filed returns.

As you complete the 2024 Personal Income Tax Organizer & Questionnaire please take note of the questions related to Health Care Coverage. Were you and your dependents covered all year? Did you purchase health insurance through a state or federal exchange? Are you covered under your employer's plan or on Medicare? **If you obtained health insurance through a state exchange, we need the 1095-A issued to you by the State Health Insurance Exchange. Your return cannot be filed without it.**

Please note that we will no longer release tax returns unless we receive full payment. Please be prepared to pay for your return upon pick up. We accept cash, checks, MasterCard, Visa, Discover and American Express.

Finally, please see our data collection guidelines included in this package to help you with this process.

Have a Healthy and Happy New Year!

Sincerely,

Charles J. Carpentieri, EA, MBA
Enrolled Agent
Admitted to Practice before The Internal Revenue Service

Members: National Society of Public Accountants
National Society of Tax Professionals
NY/CT Association of Tax Professionals- President & Board of Directors
National Association of Tax Professionals
National Society of Enrolled Agents
Connecticut Society of Enrolled Agents

DATA COLLECTION GUIDELINES

1. Review your prior year return for sources of reportable income and deductible write-offs, deductions and credits.
2. Assemble all pertinent year-end reports and documents such as W-2's, 1099's, 1098's, mortgage interest bank statements, 1095-A, B, or C, K-1's, paid estimated tax vouchers and property tax bills, list of contributions, medical & Rx bills paid, tuition payments and detailed bills from the college, miscellaneous itemized expenses, rental/business income and expenses, etc. Insert them in the large mailing envelope marked "Important Tax Documents" used to mail you this package. Drop them off or mail them to us. If you have an appointment, bring them in.
3. Review and answer all questions in the 2024 Personal Income Tax Organizer & Questionnaire paying particular attention to "Yes" responses; these may require further examination and documentation.

4. **Sign the completed 2024 Personal Income Tax Organizer & Questionnaire and drop off or mail along with the supporting documentation noted in number 2 and 3 above. If you have an appointment, bring in your completed questionnaire. We cannot complete your return without all the above.**

Note for Investors: Please be sure to give us a copy of brokerage house statements labeled "Important Year End Tax Document", 1099B, 1099 DIV etc. **Provide all pages.**

Note for Owners of Rental Property: Please summarize your rental income and expenses by property. We have worksheets for your use to accomplish this. If we have failed to provide you with one in this package give us a call or visit our website at **https://cjcarpentieri.com** to obtain a copy. Please confirm whether you actively manage the rental properties or use a management company.

Note for those who use their vehicle for business: Be prepared to give us the total mileage driven for the year and of that total the business miles driven on a vehicle-by-vehicle basis.

Note for those who are making tuition payments: Please be sure to provide form 1098-T sent to the student by the educational institution. Be prepared with documentation to support the payment of tuition, all fees, room and board, and purchase of books and computers required by the educational institution during 2024. **Note that no deduction is allowed without a form 1098-T.**

Note for clients with foreign financial assets: Stringent reporting requirements have been enacted. Noncompliance penalties are severe. Please be prepared to answer questions and disclose information relating to your foreign financial assets. Additional reporting is required if the aggregate value of these assets exceed $10,000 at any time during the year.

Note for clients who make estimated payments: Be prepared to tell us the exact dates and amounts of each payment made. Cancelled checks are perfect to establish dates and amounts.

General Notes for Connecticut residents:
Be prepared to tell us about the payment of your Connecticut personal property tax (car, boat, motorcycle tax). We need to know the year, make, model of the car, the date and amount paid. If you lost this information, ask your local Tax Assessors Office for a printout of your tax payments.

If you made a major purchase (car, boat, trailer, etc.) during 2024, be prepared to tell us the amount of sales tax paid on the item.

All clients should provide us with a voided check so we can correctly code the routing and account numbers for electronic filing and refund transmission purposes. If your Driver License expired in 2024, please provide us with a copy of your newly issued Driver License.