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RE: Preparation of 2017 Fiduciary Tax Returns

Dear Tax Client:

Happy New Year, and wishing you God's blessings in 2018. To those clients who are returning to us once again for tax preparation, we sincerely thank you for your past patronage and ask that you spread the word to your friends and family of our tax preparation services. To our new clients, we thank you in advance for your business and pledge to serve you with quality and professional customer service.

The IRS cutoff to file your 2017 federal fiduciary tax return is as follows (contact our office directly to discuss dates to file your equivalent state returns):

1.) Trusts & Estates

Generally, a trust and estate must file its Form 1041 income tax return by the 15th day of the 4th month after the end of its tax year. For calendar-year filers, the cutoff date for 2017 trust and estate returns is **Tuesday, April 18, 2018**. The due date is April 17 instead of April 15 because April 15 is a Sunday and April 16 is the Emancipation Day holiday in the district of Columbia.

2.) Estate Following Death

Generally, an estate must file its "United States Estate and Generation-Skipping Transfer" tax return within 9 months after the decedent's death.

Please contact our office for preparation of your 2017 tax return at your earliest convenience, after you have received all necessary supporting documentation to prepare your return. Note that all federal and state tax returns prepared by our company will be electronically filed to the federal and state governments.

Please refer to our website at www.jptfinancial.com and open the tab labeled "Documents" to obtain a list of specific information and forms that are required to prepare your 2017 income tax return. Your returns will be prepared solely on the basis of information submitted to us by you, the tax client. If you do not have access to the web please contact our office and we will mail you a set of forms to be completed as needed.

1.) Both new and existing clients are asked to complete the **Client Data Form** to ensure that we have complete up to date information for all our clients.

2.) Refer to the "2017 Tax Season" documents found under **Trust, Estate & Inheritance Tax Preparation Resources**:

(a) Completion of the tax return **Engagement Contract** is required from **all** clients **prior** to the preparation of your income tax return. Please review the contract, sign and date, and return the acknowledged copy to our office.

(b) Complete the following fiduciary forms as applicable:

- **General Data**
- **Income & Deductions**

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IMPORTANT

In order for our firm to satisfy IRS requirements to sign-off and electronically file your return as a "paid preparer", it is **required** that clients remit payment for services prior to electronic transmission of your tax return. As such, payment to JPT Financial Solutions for your tax return **is due upon receipt or notification of the completed tax return**. A 1.5% monthly interest late fee will be reflected on all past due accounts over 30 days. Note that we now accept credit cards for payment of your tax return preparation.

Thank you in advance for your kind assistance and for letting us be of service to you. If you have any questions please don't hesitate to contact us.

JPT FINANCIAL SOLUTIONS, INC.