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January 15, 2020

RE: Preparation of 2019 Nonprofit Returns

Dear Tax Client:

Happy New Year, and wishing you God's blessings in 2020. 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 2019 federal nonprofit return is as follows (contact our office directly to discuss dates to file your equivalent state returns, if applicable):

- Generally, a nonprofit organization must file its Form 990 return by the 15th day of the 5th month after the end of its accounting period. For calendar-year filers, the cutoff date for 2019 form 990 returns is **Friday, May 15, 2020**.

Please contact our office for preparation of your 2019 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 complete and submit the forms listed below with your documentation to prepare your return. These forms can be found on the following pages within the tab labeled "Documents" on our website www.jptfinancial.com :

1.) Client Data Form

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.) Engagement Contract

Please complete the required "Nonprofit Professional Services" **Engagement Contract**

3.) 2019 Tax Season Resources

Scroll to the section labelled **Nonprofit Client Resources** for required other forms to be completed and submitted

Your returns will be prepared solely on the basis of information submitted to us by you, the tax client.

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 15 days.

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.