



Texas Tax Angels & Bookkeeping, LLC

PO Box 690643

Killeen, TX 76549

January 15, 2025

HAPPY NEW YEAR & MANY BLESSINGS TO YOU & YOUR FAMILY!

As we approach the upcoming tax season, we want to take a moment to express our gratitude for your continued trust in our services. To ensure we can maintain the high level of expertise, accuracy, and personalized attention you have come to expect, we have made the decision to implement a slight adjustment to our pricing. This adjustment reflects the rising costs associated with providing quality service, staying updated on evolving tax laws, and leveraging the latest technology to maximize your tax benefits. We remain committed to delivering exceptional value and appreciate your understanding as we strive to serve you better.

All tax clients will be required to pay a \$175 non-refundable retainer before tax preparation can begin. This retainer fee will be credited to your final tax preparation invoice.

To provide us sufficient time to prepare a complete and accurate tax return, **you must provide all of your 2024 tax documents NO LATER THAN March 21, 2025.**

If you are not able to meet this deadline, you must contact us **no later than April 1, 2025** and request an extension be filed. ***We will NOT file an extension for anyone who does not contact us. We will charge a \$50 fee for the extension and it must be paid in advance.***

Remember that an extension is extra time to file the tax return. It is not extra time to pay any tax due. The IRS will assess late payment penalties and interest for any balance paid after April 15, 2025. If you think you will have a tax due balance, we strongly urge you to file timely or make a payment with the extension.

All tax clients will be required to complete and sign our 2024 Client Data Packet forms and our 2024 Engagement Letter. Please request the forms at your convenience. These forms are available digitally via our secure client portal. A fillable copy will be available on our website. You can fill out the forms and print them off to bring in. The forms are also available in paper form at our office. These forms must be completed and signed before tax preparation can begin.

Please remember to Be Kind and Do To Others As You Would Like Them To Do To You.

With much appreciation,

Texas Tax Angels

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