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# R.C. THORNTON & ASSOCIATES, LLC

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CERTIFIED PUBLIC ACCOUNTANTS

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October 10, 2016

## **Tax Planning for Tax Year Ending December 31, 2016**

It's never too early to start planning your 2016 year-end tax strategies! As in the past, we encourage you to have us start tax planning in the near future. We have found that by October 15<sup>th</sup> of each year, the majority of clients have sufficient information in order to reasonably calculate and plan for the year end tax strategies.

### **Our Scheduling Process**

**Tax Preparation** – Typically tax preparation season is from February 1 to October 15 each year. Extensions make this possible. This is a forty week period.

**Tax Planning** – Tax planning season is quite different because there are no federal extensions for this. The period for tax planning season is approximately from October 15 to about December 15 of each year. This is only an eight week period compared to the forty week period of tax season!

Unfortunately, tax planning deadlines are very unforgiving because any action you take must be done before 11:59 p.m. on December 30, 2016. After that, tax planning is over for 2016.

If you would like us to do tax planning in 2016, we are asking you to start scheduling this now. Please call Janet at our office (602-678-7067, extension 10). She'll work out a mutually agreeable time for you to get your information to us, and will give you an indication as to when your tax plan will be done. She will also e-mail you a customized list of the information we need to do your tax planning for 2016.

It is important that you respond with this information in a timely manner.

### **Cut Off or Deadline Dates**

Year end tax planning is a collaborative effort. You, your personnel, and our firm needs to "partner" to get realistic information and projection of income. We need time to develop and calculate your tax planning. Likewise, you need enough time to review, analyze and implement your year end plan. Otherwise, last minute tax planning becomes nothing more than "number crunching".

We dislike referring to deadlines, but the practicality is that with such a tight schedule, there must be deadline dates. Please keep this in mind when you review the policy listed below.

**We must hear from you no later than Wednesday, October 26, 2016** to confirm that you want us to do tax planning, and to establish a mutually agreeable date for you to get your tax planning information to us.

- If we prepared tax planning for you last year or you indicated that you wanted us to prepare tax planning for you this year, we will be contacting you regarding our proposed date for you to get your tax planning information to us.

**If we do not hear from you by Wednesday, October 26, 2016**, or have a confirmed date scheduled for you to get your planning information to us (which might be after October 26, 2016), we will assume that you do not wish to pursue tax planning for this year ending December 31, 2016.

**If you contact us after Wednesday, October 26, 2016**, we cannot ensure that we will be able to commit to a time schedule to do your tax planning for 2016.

**If we do not receive your complete information as agreed:**

- a. We cannot guarantee we will be able to complete your planning; or
- b. Even if we do complete your planning under these circumstances, you should be aware that such a situation is not conducive to optimum planning.

### **Office Closed Days**

For your scheduling purposes, please note that our office will be closed on the following days:

#### November

Thursday November 24  
Friday November 25

#### December

Monday December 26

If you have any questions about the scheduling of your tax planning, please do not hesitate to call.

Sincerely,



Chuck Thornton, CPA