
R.C. THORNTON & ASSOCIATES, LLC

CERTIFIED PUBLIC ACCOUNTANTS

Tax Planning for Tax Year Ending December 31, 2018

It is never too early to start planning your 2018 year-end tax strategies! If you would like us to do tax planning in 2018, please call Janet at our office (602) 678-7067 ext 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 2018. It is important that you respond with this information in a timely manner.

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 you want Tax Planning we must hear from you before Wed, October 31, 2018 to establish a mutually agreeable time for you to get your tax planning information to us. If we do not hear from you by then, or have a confirmed time scheduled for the preparation of your planning we will assume that you do not wish to pursue tax planning for this year ending December 31, 2018.

Deadline Dates

Tax planning season is October 15 to December 15 of each year. Any action you take must be done before 11:59 p.m. on December 31, 2018. After that, tax planning is over for 2018. 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".

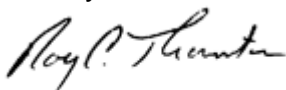
If we do not receive your complete information as agreed, we cannot guarantee we will be able to complete your planning; or even if we complete your planning under these circumstances, you should be aware that such a situation is not conducive to optimum planning.

Office Closed Days

For your scheduling purposes, please note that our office will be closed for Thanksgiving on November 22 and 23, and Christmas December 24 and 25.

Please call us at (602) 678-7067 ext 10 if you have any questions or to schedule your tax planning.

Sincerely,



Chuck Thornton, CPA