Dear Valued Client,

Happy New Year! We are preparing for another busy tax filing season and would like to provide you with some valuable tax insight and update you on our office procedures.

Tax Issues

ND Primary Residence Credit – North Dakota is again offering qualified homeowners using their home as a primary residence up to a $500 credit against their 2025 property taxes (tax statement received in December '25). The application is only available online. The deadline for filing is March 31, 2025. Please contact us asap if you wish to engage us in filing for this credit. We have included a link for those wishing to complete the online application: https://www.tax.nd.gov/prc

ND Homestead Credit/Renter's Refund – Individuals 65 years or older or those who have a permanent and total disability may also be eligible for a property tax credit or renter's refund. The deadline for application is February 1st. Again, please contact us asap if you desire assistance with this filing. https://www.tax.nd.gov/tax-exemptions-credits/property-tax-credits-exemptions/homestead-property-tax-credit-and-renters

Beneficial Ownership Information Update (BOI) – As of the writing of this letter, BOI reporting is still on hold. The on again/off again requirement is likely headed to the US Supreme Court for decision. At this time, you can voluntarily file your BOI information with FINCEN. Any reversal of lower court decisions would likely lead to a short window to comply with the filing requirements. We suggest you consult with legal counsel for any questions regarding your filing responsibilities. https://www.fincen.gov/boi

Office Procedures

Client Portal: Access to your client information is available through our client portal, Revver. A link is available on our website. www.franketax.com

Appointments: While we would love to meet with every client in person, we simply are unable to do so given our short tax filing season. We have had great success with our client drop-off system and strongly encourage clients to utilize this method. While we know this works well for most clients, some will require in-office or virtual appointments. Should you feel it necessary to be present to prepare your tax return, feel free to call and schedule an office or virtual appointment. We will again be reserving February – April for tax return preparation appointments. We kindly ask you to provide our office with your documents at least 1 week prior to your scheduled appointment.

Documents: We have multiple ways for you to provide us with your tax documents.

- Mail – Please make a copy of your information prior to mailing.
- Fax – 218-233-7511
- Drop off – A secure mailbox is located outside our office door or documents can be left at our front desk. Please complete our client intake form when dropping off documents.
- Electronic – All documents can be uploaded to our secure client portal, ***Revver***. A link is provided to your portal from our website homepage. You must notify us once all your documents have been uploaded.
    - Please refrain from emailing documents as this is not a secure form of transmission.
    - PDF format is preferred for document upload. Folders containing individual pdfs are not accepted.

Please visit us at www.franketax.com for the most up to date information. Client organizers are available online. If you would like a detailed organizer, please contact our office.

Completed Tax Returns: We will only be providing paper copies upon request. Digital copies will be provided to you in your client portal. Signatures are required prior to electronic filing and can be obtained via DocuSign. Drop-off returns will be completed on a first come, first serve basis. All tax documents need to be submitted to our office by 4/1 to ensure timely filing. Any information received after 4/1 will require an extension.

Other Items

- Please provide our office with all copies of W2s, 1099s, etc. This includes 1099s from health savings accounts (HSA) and student loans. Many companies no longer mail 1099s and require you to download your documents.
- Please advise us if you have signature authority over any foreign banking accounts or have foreign assets. Additional filings may be necessary. Failure to report these assets or accounts carries significant penalties!
- We encourage all taxpayers to create an online account with IRS. This allows you to make payments, access your account transcript, view notices, and approve representation requests we may need.
- Fees – tax preparation fees are based on time and complexity. While we strive to keep our fees reasonable, it has again become necessary to increase our base fees for services. All tax preparation fees are due at the time of service. Online payment options are available.

We sincerely appreciate your past business, and we look forward to seeing you all in 2025!

Sincerely,

Franke Tax Advisor Team