FRANKE
TAX ADVISORS
ACCOUNTING + BUSINESS SOLUTIONS

Dear Valued Client,

We would like to take the opportunity and provide you with important information about our firm as well as tax changes that may have an impact on your 2025 tax return preparation.

Important Office Update/Ulen Location

As many of you are aware, our office has been affected by a health crisis. Doug Franke suffered a setback this year and is currently receiving chemotherapy treatments. While these treatments have been difficult, Doug's prognosis is excellent and we look forward to him finishing chemo and ringing his bell in late February. We know many of you have been affected by cancer and the difficult decisions that accompany it. ***Effective 12/31/25, we will be closing our Ulen location.*** We look forward to continuing our relationships with those clients at our Moorhead location. Doug will also be limiting his in-person client meetings for this upcoming tax season. We thank you for your understanding and cooperation as we work through what is sure to be a challenging tax season.

Tax Updates

Tips/Overtime Deduction – New for 2025 is a deduction for certain taxpayers who received tips or overtime pay. Employers are not required to provide you with this information for tax year 2025. It will likely not be included on your W2. If you are a tip/overtime worker, you will need to provide us with the amount of tips received and/or the overtime premium portion of your overtime pay. We will determine if you are eligible for the deduction.

Electronic Payments – IRS will no longer be accepting paper check payments or issuing paper check refunds. All tax payments/refunds will be made electronically. A number of payment options exist, and we will assist in your decision as to which method is best for you. ***Please make any 4th quarter estimate payments electronically at IRS.gov and include the confirmation page of any online payments with your 2025 tax documents. As we must verify all 2025 estimate payments, please include the completed estimate summary also.***

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. If you don't have access to Revver, please contact our office to get setup.

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
- Electronic – All documents can be uploaded to our secure client portal, ***Revver***. A link is provided to your portal from our website homepage. **Please notify Leann, leann@franketax.com, 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 and zip files containing individual pdfs are not accepted.

Please visit us at www.franketax.com for the most up to date information. Client organizers will be available online and we strongly encourage you to utilize them. 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 corporation and partnership clients must provide documentation prior to March 1st for timely completion. All individuals must provide all documents prior to April 1st. Any information received after the March 1st business and April 1st individual dates will likely 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.
- 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 – we strive to keep our services affordable. Due to increased costs and demand, our entry level fees will see a significant increase for this year's preparation.

We sincerely appreciate your past business. From our family to yours, we wish you a Happy New Year! We look forward to serving you in 2026!

Sincerely,

Franke Tax Advisor Team