

Alsen Tax Service

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Greetings and Best Wishes for 2024!

Hope 2023 was safe and healthy for you. Winter has truly arrived...time to get your tax documents to me.

Two preparation choices for 2024:

- **In-Person Appointment.** These are now fully available. And there is a waiting room available again. Masks are optional.
- **Drop-Off.** Send your tax documents to me via:
 - ✓ Drop-off (24-hour secure drop box on east [Post Office] side of our building),
 - ✓ US Postal Service mailing,
 - ✓ Scan & email (redact any personal information), or
 - ✓ Fax to 651-644-8058 (Attention: Jack).

Your taxes will be placed into my schedule on a first-come basis. If requested, we'll let you know the date and time. You will be contacted when returns are completed.

Key items for your tax preparation:

- **Please review the 2024 checklist** on the reverse side.
- If you are **self-employed** or **have rental properties**, be sure to document your income and expenses. Visit my website to download any checklist you may need. Or call the office to request one.
- New documents to watch for:
 - ✓ 1099-K forms for PayPal, Venmo or other on-line income received.
 - ✓ 1099-MISC from Minnesota for the Direct Tax Rebate.

Extension Policy. Tax returns are due April 15, 2024. If you either drop-off your documents or call for an appointment March 15th or later, you will likely need an extension filed. There is an additional \$25 fee for all such extensions.

New clients are welcome! If any friends, neighbors, relatives, or fellow employees need professional tax services, send them my way and I will do my best to make you look good.

My website is at **www.jacktax.com**. The website has timely and valuable information about taxes and finances which update monthly. Included are many financial tools, spreadsheets, and articles for your use. See the Downloads tab for available self-employment checklists.

Please, call or E-mail if you have any questions beforehand.

Regards,

Jack

John (Jack) Alsen

Privacy Policy

"We do not disclose any non-public information about our customers or former customers to anyone, except as instructed to do so by such customers or as required by law. We restrict access to non-public information to those professionals necessary to prepare income tax returns and we maintain physical, electronic and procedural safeguards to protect your non-public information."

April 15th is closer than you think! Prepare now!