Tax Season Guide

Prosper Financials

HELPING YOU FINANCIALLY PROSPER

Prosper Financials LLC

Vanette Cotto, EA, MBA

Content

Welcome

Hi!

Thank you for choosing Prosper Financials LLC to assist you with your annual tax season needs. Whether you are a new or returning client, I'm happy to guide you through this process that can be grueling, frustrating or nerve wrecking for many.

Prosper Financials LLC is a virtual accounting and tax firm owned and operated by me, Vanette Cotto. I studied Accounting for my undergraduate degree at William Paterson University in NJ and obtained my Master in Business Administration in Strategic Management and Entrepreneurship at Rutgers Business School in NJ. I have worked in various corporate settings as an auditor to an accounting manager and an assistant controller. As a tax professional, I am an Enrolled Agent through the IRS which allows me to help clients in all 50 states as well as assist in tax representation services.

My heart and passion behind operating my accounting and tax firm is to help the fellow tax payor navigate the system to make sure they stay compliant and more than anything educated on their financial situation. I offer bookkeeping, payroll, budgeting, consultation, tax preparation, tax planning, tax resolution and tax representation services.

I am a virtual firm! What does that mean? We do everything electronically. Between secure client portals, and webcam meeting applications, I can assist you the same way as if you were to walk into your local brick and mortar location.

To understand what to expect from working with me, please proceed to look through the information in this guide. I want to make sure you understand the process.

Thank you for trusting me to handle your tax preparation needs and I look forward to working with you.

With Sincere Gratitude,

Vanette Cotto, EA, MBA

2023 TAX FILING DATES

Entity Type	Documents Due to Me	IRS Filing Deadline (Federal)
Individual (1040) Sole Prop/Single Member LLC (Sch C)	**Friday, March 8, 2024**	**Monday, April 15, 2024 *Tuesday, October 15, 2024**
Partnership (1065)	**Friday, February 9, 2024**	**Friday, March 15, 2024 *Monday, September 16, 2024**
S-Corporation (1120-S)	**Friday, February 9, 2024**	**Friday, March 15, 2024 *Monday, September 16, 2024**

*Indicates the extension filing deadline

If all tax documents are not provided at least 2 weeks prior to the filing deadline, the client should expect an extension to be filed.

Keep in mind that the IRS and some states impose both a Failure to File and Failure to Pay penalty. If your return is not filed by the extension date, you can receive a Failure to File penalty. If your return has a balance due, that amount is expected to be paid upon the original due date of the return, not the date the return is filed. If payment is not made, you risk the Failure to Pay penalty.

New/Returning Clients

New here?

Tax Discovery Call

To determine if we are a good fit, you want to book this 25-minute call. We will go over your last two tax returns and your current tax situation. The tax world is complex, and I want to make sure that you're in the right hands whether it be me or a trusted colleague. No tax advice will be given on this call. Go to my calendar here and book your call.

Tax Consultation Call

If you are interested in getting some tax advice or tax answers, you will want to book this 45-minute call. We will go over your last two tax returns, your current tax situation, and any tax questions you may have. This call is a paid consultation and if you wish to proceed with filing your return with me, this fee will be deducted from your total fee. Go to my calendar here and book your call.

You will receive an email confirmation after booking to join the secure portal and upload your tax returns prior to our call.

Returning Clients

Welcome back to the family and another tax season. I'm excited to be helping you again. If you are already established with me, then you already have your secure portal set up. By January 15th, you will receive your current year tax organizer and start the process. If you have any questions prior to tax season, feel free to send me a message or book a call with me on my calendar here.

Ready to join right away. Click here to sign up on the portal and start your journey today!

The Tax Filing Process

01 Tax Discovery Call

This step is generally for new clients to see if we are a good fit for each other. However, if you are a returning client and have something new to discuss, please set up a quick call as well. Discovery calls can be booked here. If you are ready to start your tax process with me, you can skip directly to setting up your portal account here.

02 Add Client to secure portal

Once we agree to work together, I will add you to the secure portal, TaxDome. You will receive an email to access your account, then you will be walked through the process by each automated step. Returning users should have access here.

03 Engagement Letter & Organizer

First you will sign your engagement letter, then complete your current year tax organizer. TaxDome is meant to be "smart." As you answer questions in your organizer, you will be prompted to answer additional questions and upload required documents. There is a workflow created and I can't move on unless those tasks are completed.

04 Internal Review

Once your organizer is completed, I will receive a notification to review the information received. I will then create your invoice for tax services.

05 Tax Payment Collected in Full

You will receive notification for your invoice to be paid upfront before starting your return. My policy is to collect full payment upfront as a tax return can take various amounts of time to complete for various reasons that may not be in my control.

The Tax Filing Process

06 Tax Preparation Begins

When your invoice is paid for, I will be prompted to start your tax return. You will receive an email when your tax return is started.

07 Client Reviews, Approves & Signs E-File Authorization

When your tax return draft is complete, you will receive your draft documents for review, your signature documents to sign as well as a chat box with pointers of your return results. You have two options for the review process.

a. If you review the return on your own, and you are pleased with it, you can approve the draft, and move on to sign the documents. I will then proceed with e-filing.

b. If you review the return on your own and have questions, you can either send me a message or you can book a 20-minute Tax Return Review call here.

08 E-Filing Your Return

Once your return is approved and signatures collected, I will e-file your return. You will get notified that your return has been approved/rejected. I will follow up if necessary.

09 Upload Final Documents

All of your final documents will be uploaded into the secure portal within 48 hours for you to access, download and save for your records.

Frequently Asked Questions

What is my cost for tax preparation?

Tax return costs vary as every scenario is different. After the discovery call and you complete the organizer, I will be able to answer this question better for you.

Why am I paying the total up front?

It is always my goal to turn around your return within 2-3 weeks. However, sometimes a return may take additional time due to additional information needed, extra research, or not hearing back from a client in time. To assure that I can move on in my process and workload, full payment is collected up front for the effort that will go into the complete preparation of your return.

Can I E-sign documents for my spouse?

No you cannot. Your spouse will have their own login to the secure portal. We utilize KBA authentication with the recording of the IP Address per IRS regulations. Your spouse is just as responsible for this return as you are and should be aware of what's happening.

Is the Form 8879 E-Sign document the only document I have to sign?

Maybe. If you only have Form 8879, then yes. If you have additional documents for Head of Household purposes, or additional states, you may have to sign additional documents.

What happens after my return is filed?

Once your return is accepted by the IRS and applicable states, your copies are uploaded, and your tax preparation engagement is considered complete.

If you have any follow-up questions regarding the filing, you can reach out and I will answer your questions. However, if you receive any tax notices that need resolution or examination, that will be discussed as a separate engagement.

Frequently Asked Questions

What if I owe a tax balance?

If your return has a balance due, you have three options:

1. Advise me to put your banking information on the return for withdrawal with filing
2. Make payment on your own at irs.gov or your applicable state arrangements
3. Set up an IRS Payment plan at irs.gov or your applicable state arrangements

Can you tell me where my refund is?

Unfortunately, I cannot. However, you can go to https://www.irs.gov/refunds and check your status. The IRS is known to run behind. Continue to check until you see a status change. When the system is moving smoothly, you can see your refund possibly within 3-4 weeks.

Does tax preparation also include tax planning services?

Tax planning is forecasting. Tax planning is not included with your tax preparation engagement. If you want to inquire about these services, I will be happy to assist.

What documents should I expect to submit through the tax organizer?

You will be expected to upload any tax documents that you received via mail or electronically for the filing season being filed. This is not limited to W2's, Sch K's, Profit and Loss, Balance Sheets, 1099's (of all kinds), Driver's License, 1095-A, and so on. The tax organizer will guide you based on your answers.

I have a business, but I did not have a bookkeeper. Are bookkeeping services available for my business?

As a professional accountant, I have a rule that I do not prepare business returns unless I am in the books. If this may be a concern, let's chat to see if a separate engagement is needed or if I can proceed with your return.

I look forward to helping you financially prosper

Calendar: www.calendly.com/prosperfinancials

Website: www.prosperfinancials.com

Secure Portal: https://prosperfinancials.taxdome.com/login

Business Hours: Monday - Friday 9:00 AM - 4:30 PM EST