

A T A L A N T A S E R V I C E S L L C

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Greetings! January has arrived with the promise of new beginnings. We hope that your holidays were fulfilling and we look forward to working with you this upcoming tax season. We appreciate you and your business!

Here's an overview of the steps and future actions for you this tax season:

- 1. New engagement letter platform:** We will email your annual engagement letter through the online program *Ignition* over the next weeks. Upon receipt, simply click on the emailed link, follow the prompts, review the documents, and esign. Your engagement letter must be signed before we can begin work. Please call or email if you prefer a paper copy.
- 2. Technology:** We use *Secure File Pro* for document exchange and esignatures for completed returns. This helps with security and ensures we as a staff have you covered. You'll receive an email invitation to your portal.
- 3. Tax organizers:** Your client-specific organizer will be uploaded to your portal. You will receive a notification once it is uploaded. If you prefer, we can mail an organizer to you. Please submit a completed organizer with your tax documents.

We cannot start preparing your return without a signed engagement letter and completed organizer. For new clients, a generic organizer is available on our website:

[Tax Organizers | Atalanta \(atalantaservices.com\)](#)

As tax extensions continue to be more common in the tax profession, Atlanta Services will continue to follow this model. We thank you for your flexibility as this approach allows us to complete your tax engagement steadily, more accurately, and in a less stressful environment.

There is ever-changing tax legislation, some "better" – and some "worse" (but always subjective). See our website for additional details on various new credits, ownership reporting, and tax planning opportunities: [Tax Links](#)

During the tax season and throughout the year, always feel free to reach out to any of us - Teresa Judd, Tax Specialist, Delia Wood, Administrative Coordinator, or myself with any needs or suggestions.

Make sure to visit the website at [Home | Atalanta](#) for helpful links and resources.

~Michelle