

Gargans Tax Services LLC

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Dear Valued Client,

Happy New Year! We trust that you had a great holiday season and were able to spend time with your loved ones.

Beginning February 2nd, 2026, we will be accepting tax appointments at my office in Pauls' Office Park, 2006 Lafayette Blvd, Suite 203, separate entrance around the back of the building, fully lit with an elevator to get to the second floor. Pauls' Bakery is in the front of the building so you can grab a donut on the way to get your taxes done! 😊

We are gearing up for tax season and looking forward to assisting you once again this year. Our software is in place and included with this letter are the Updates for tax year 2025 and the Fee sheet. Increased return fees are included for Corporate, Partnership, Basis Business Package, Itemized Package, and short form return. The last time these fees were adjusted was for the 2022 tax returns prepared.

Due to insurance requirements, Alex, Tammy, and or Donna, my Assistants, will be sending you just a two-page engagement letter for you to sign before tax preparation can begin. In addition, signed Efile forms need to be in our possession before we can file your returns electronically, which also will be emailed by Alex, Tammy, & or Donna using Adobe PDF for easy sign, date, and return. We thank you in advance for your cooperation regarding these two requirements.

Please feel free to call our office if you have any questions. We are here to serve you in any way that we can and look forward to collaborating with you again this year.

The IRS will begin accepting electronic filed returns starting Jan. 26th, 2026. We will be accepting appointments starting Monday Feb. 2nd, 2026, as most tax documents do not arrive before this date. Please be sure to double-check that you have everything before setting up an appointment.

We also want to provide additional protection for your Identity. Please review the **Tax Updates page**, as I explained how I will be assigning the password to tax docs that I scan and email to you. If you want to assign a password to your tax docs to me then use the same password outlined. Identity threats are real, but we can take steps to protect our information.

Best Regards,

Doug Gargan

LATE FILING PREP FEE- We are happy to file an extension if necessary. However, if no documents are received by 09.15.26 (30 days b4 the deadline of 10.15.26) then a one-time fee of \$250 will be charged on top of your normal fee. Simply put, you would have had 5 months since 04.15.26 to gather documents for final filing. Be diligent in your preparation and provide GTS at the earliest possible time with your information to avoid this late filing prep fee.