**Friday, Weekly Webinar – 2:00pm EST**

Topics:

1. Housekeeping Items:
	1. Closing Letters
	2. Welcome Call Procedures
		1. Maintain Urgency
		2. Follow up early and often
2. Close Cases – When you look at a case, or are scheduled to contact a client, you should analyze the case and determine --- “What’s the next step to close this case?”
3. Tax Preparation/DICE/Wage and Income Transcripts/Due Diligence – Often, by the time that you are ready to prepare multiple years of tax returns for clients, the Wage and Income Transcripts are available in DICE. If they are not available, then you should absolutely obtain them from either E-Services or from PPL prior to finalizing the returns. It is very important that you review the Wage and Income Transcripts for each year for income/bad debts/mortgage interest etc. that the client may not have remembered or been aware of. As licensed tax professionals, we all have a due diligence requirement.
4. Please check to make certain that when you generate a POA, 433, or any other PDF file generated in DICE that they are saving to the client file with all of the data on the form. If not, then please let me know.
5. Financial Analysis and Financial Discussions with Clients – It is very important to have an informed and thorough discussion with clients about their ability to pay based on the financial data that they provided. Remember that adjustments for correct withholding need to determined and included in their financial, whether the client has already done them or not. The client can be told that if they fail to adjust their withholding or make ES payments that their payment will go up because the IRS is not going to allow it as an expense.
6. ES Payments – Today is January 15th – final 2015 ES payments are due today. If you have a client who has been around since the beginning of 2015, and they did not make ES payments for 2015, then it is time to require that they immediately begin to make ES payments for 2016 on a weekly/bi-weekly/monthly basis. They will also need to get their 2015 tax returns done immediately so that 2015 debt can be included in their resolution. Make it very clear to the client that no resolution is possible unless they get into compliance.
7. Please do not email or call Hillary requesting new cases. Believe me when I tell you this – she is following procedure, and evenly distributing cases amongst Affiliate Partners. We expect the onslaught of new cases to begin soon – Patience is a virtue.
8. What do you need to prepare a 2015 Tax Return –

**In order to prepare the 2015 returns** **you will need to REQUIRE the following information**:

1. Up to date Transcripts so that we can review prior year TRT’s, IRP and AT’s.
2. A copy of the 2014 business return filed. We will also need a copy of the 2014 personal return if it contains carryovers, depreciation etc.
3. Completed and signed tax planners and the engagement letter.
4. **ALL** tax documents, W-2’s, 1099’s, 1098’s, etc. The 2015 wage and income transcripts are not final until late 2016 so we have to rely on the tax information that the client provides (use prior year IRP to verify what tax documents the CL may have).

**Affordable Care Act – Health Coverage Information:**

1. A signed tax planner with the healthcare part completed, and
2. Health Care Coverage Statement/Form from Health Care Provider.  This needs to cover themselves and any dependents that they may have.  There are three different coverages under the ACA, your client **will** **only receive ONE** of the following forms:
* Form 1095-A Health Insurance Marketplace Statement
* Form 1095-B Health Coverage Statement
* Form 1095-C Employer-Provided Health Insurance Offer and Coverage

\***Health care forms are expected to arrive by early February**\*

9. DDIA’s – 433D submission – Client’s should make manual payments until they receive a letter from the IRS stating the date of their 1st auto-draft.

IRS Updates:

* 1. Scam phone calls to taxpayers continue, and we get a great many calls from clients wanting to know what to do when they get one of these calls. Here is how to tell that it is a scam call:
		1. Call to demand immediate payment, nor will we call about taxes owed without first having mailed you a bill..
		2. Demand that you pay taxes without giving you the opportunity to question or appeal the amount they say you owe.
		3. Require you to use a specific payment method for your taxes, such as a prepaid debit card.
		4. Ask for credit or debit card numbers over the phone.
		5. Threaten to bring in local police or other law-enforcement groups to have you arrested for not paying.
		6. Threatening to sue you for the unpaid taxes.
	2. IRS Data Book - <https://www.irs.gov/pub/irs-soi/14databk.pdf>

Tax Cheat of the Week:

<https://www.irs.gov/pub/foia/ig/ci/LAFO-2016-02.pdf>