

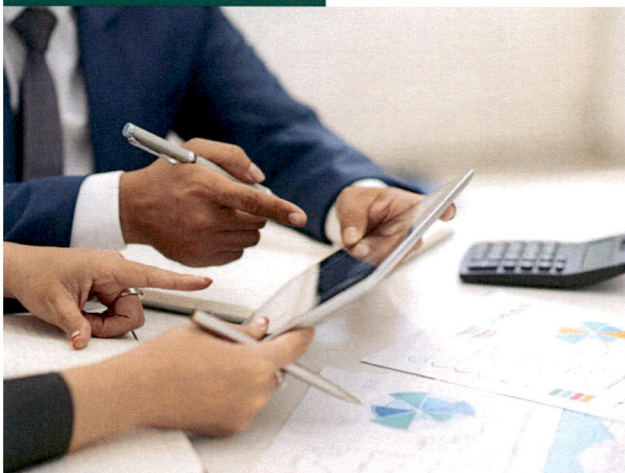


A TAX AND FINANCIAL SERVICES PROVIDER

Happy New Year!

We hope this letter finds you and your family healthy and ready for the new year.

With new administration on the horizon and many provisions of the Tax Cuts and Jobs Act (TCJA) set to expire soon, some form of change is likely. We continue to closely monitor any potential tax legislation and update you accordingly.



As in the past, there will be limited in person appointments. We know that not being able to sit down for your appointment may be unsettling to some, but many clients have been mailing in or dropping off their papers for years and find it very convenient to do so. We found that we have been able to gather all information, complete all returns in a timely manner and respond to all questions and issues without in-person appointments. We would recommend sending your tax documents as soon as you have received everything. We will call to discuss any issues or answer any questions once we have your information.

On behalf of all of us at William Burton & Company, we want to wish you a happy and healthy New Year!

Bill, Kristen, Rudi, Dianne and Harold

Things needed to prepare your 2024 returns

Check those that apply and include the forms.

<input type="checkbox"/>	W-2	Wages	<input type="checkbox"/>	Property Tax
				Primary Home Taxes
				\$ _____
<input type="checkbox"/>	1099-INT	Interest Income		
<input type="checkbox"/>	1099-DIV	Dividends & Distributions	<input type="checkbox"/>	Vacation Home Taxes
<input type="checkbox"/>	1099-R	Distributions from IRAs and Pensions		\$ _____
<input type="checkbox"/>	1099-SSA	Social Security Payments	<input type="checkbox"/>	Mortgage Interest Paid
<input type="checkbox"/>	1099-G	Unemployment		\$ _____
<input type="checkbox"/>	W-2G	Gambling Winnings		\$ _____
<input type="checkbox"/>	1099-B	Brokerage Statement	<input type="checkbox"/>	Excise Tax, Auto, Bike and Boats
				\$ _____ \$ _____
				\$ _____ \$ _____
				\$ _____ \$ _____
<input type="checkbox"/>	1099-SA	Distributions from an HSA		
<input type="checkbox"/>	1099-Q	Payments from Education Savings	<input type="checkbox"/>	Annual Rent You Paid
				\$ _____
				\$ _____
<input type="checkbox"/>	1099-NEC	Non-Employee Income		
<input type="checkbox"/>	1099-MISC	Miscellaneous Income	<input type="checkbox"/>	Landlord's Name and Address

<input type="checkbox"/>	1095 A/B Medical Insurance			
<input type="checkbox"/>	1099 HC Medical Insurance			
<input type="checkbox"/>	Alimony You Paid		<input type="checkbox"/>	Educator Expenses (\$300 max)
		\$ _____		Taxpayer: \$ _____
<input type="checkbox"/>	Alimony Received By You			Spouse \$ _____
		\$ _____	<input type="checkbox"/>	Gambling Losses
				\$ _____

Important

Have you moved? YES

Please provide us with your current information:

Name

Name

Address

Address

Email 1

Email 2

Phone 1

Phone 2

Information we should be aware of:

Beneficial Ownership Interest Reporting

Who Needs to File? Entities **subject to BOI reporting** include a corporation, LLC, or any other entity created by the filing of a document with the secretary of state.

How to File:

You may file by going to at [www.https://boiefiling.fincen.gov/](https://boiefiling.fincen.gov/) or, we can report this Information for you for a fee of \$150.

What You'll Need to Provide: A copy of the front and back of a drivers license. As a reminder, a beneficial owner is any individual who directly or indirectly exercises control over the reporting company or directly or indirectly owns or controls 25% ownership interests of the reporting company.

When do I need to file? Existing companies need to file immediately. This should have been done by December 31, 2024. Companies that are being formed have 30 days from the date of formation.

Good to Know

To Request an Extension

An extension does not provide any additional time to pay your tax. It does provide you with additional time to file your tax return, as late as October 15th.

To request an extension, please contact the office by April 1st. If you would like to make a payment with an extension, please let us know.

*If your tax documents are not here by April 1st, you may be put on extension.

Prior Tax Returns

In general, it is appropriate to keep your past tax returns for three years. With this please keep the documents used to prepare the return. If your taxes were completed by us, the documents are in your green tax folder in the envelope marked "TAX INFO" or "YOUR TAX DOCUMENTS".

If you use the portal, we will keep copies of your returns there along with the supporting documents. You can log in anytime to retrieve the return.

If you would like access to your portal, email info@cpaburton.com to create your account.

Direct Deposit

This page does not apply to me.

Direct Deposit is easy, safe, and secure. Direct deposit gives you access to your refund faster than a paper check. Direct deposit avoids the possibility that your refund could be lost, stolen, or returned as undeliverable. (Changing your bank information cannot be done after the return has been completed).

Same Account as last year.

Checking

New Account

Savings

To do so, attach a voided check or include the routing and account number below.

Bank Name: _____

Routing:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUARTERLY ESTIMATED INCOME TAX PAYMENTS FOR 2024

ESTIMATED TAXES	FEDERAL	DATE PAID	STATE	DATE PAID
1st quarter	\$		\$	
2nd quarter	\$		\$	
3rd quarter	\$		\$	
4th quarter	\$		\$	

MASSACHUSETTS COMMUTER DEDUCTION

The commuter deduction has expanded to include other expenses including all MBTA fares, bike purchases, and MBTA commuter boats.

TAXPAYER: Total amount spent: \$ _____

SPOUSE: Total amount spent: \$ _____

How To Get Things To Us

We no longer have the PO box in Wakefield, nor provide the “prepaid” labels.

Ways to get us your documents:

- **Upload** to our Smartvault Portal
 - If you don't yet have access, email info@cpaburton.com for an invitation.
 - Combine the PDFs to minimize the number of files.
 - We will only begin working on the file once you confirm that you have finished uploading.
- **US Mail** – Label provided; **postage MUST BE applied**. Mail documents to the office at:
99 Walnut St, Ste A
Saugus, MA 01906
We will call to confirm we have received them.
- **Telephone:** 781-233-2204 **Fax:** 781-233-2206
- **Drop off** your tax documents at the office. Our tax season hours are:
Monday – Friday 9am-7pm
Saturdays 9am-1pm
If after hours, you may drop them into the secure mail-slot in our outside door.
We will call to confirm we have received them.

IMPORTANT

- We **DO NOT** accept phone PHOTOS. You will need to convert it to a PDF.
- We **cannot** use YOUR portal to retrieve information.
- Do not give us your documents until you have all of them. Sending things in piecemeal is confusing.
- If sending in multiple family members information, please wait until you have all the information and let us know whose information you have sent.

Dependents

I am claiming no dependents in 2024

Who qualifies as a dependent?

- ✓ A dependent is someone you support. You must have provided at least half of the person's total support for the year – food, shelter, clothing, etc.
- ✓ A dependent can be a child, stepchild, foster child or parent, aunt, cousin, or sibling.
- ✓ A dependent must live with you at least 6 months of the year or be away at school.
- ✓ A child who is a student, up to age 24, can earn unlimited income, and still be your dependent. A qualifying relative can earn up to \$4,700.

WHO ARE YOU CLAIMING AS A DEPENDENT THIS YEAR?

Name	Social Security Number	Date of Birth	Relationship

CHILD AND DEPENDENT CARE

(expenses must be for a child under 13 or a dependent who is permanently disabled)

Provider	Social Security Number or EIN	Paid for year
		\$
		\$
		\$
		\$
		\$
		\$

This page does not apply to me.

Additional Items To Review

Real Estate Transactions

Have you Refinanced Purchased Sold

So that we can calculate the correct deductions we need:

- the closing disclosure from the sale
- When it was purchased and purchase price
- An estimate of repairs and upgrades made through ownership

Selling your principle residence may not be a taxable event, however, we prefer to always report this on your tax return.

College Tuition

If you or your dependent are taking undergraduate/graduate courses or are enrolled in a trade program, there may be a tax credit or deduction for you. Please provide us with the 1098-T that is available to you at the end of the year from the school. This credit can be as much as \$2,500 per student!

Student Loan Interest

Student loan interest paid in 2024 \$_____. YOU must be the one legally obligated to pay the loan.

Contributions to Massachusetts 529 Plan (not any other 529)

If you made contributions to a Massachusetts UPLAN 529 there is a deduction on the Massachusetts return. Please let us know your 2024 contribution \$_____

Foreign Accounts

Please inform our office is any time during 2024 you had a financial interest in, or signatory authority over, a financial account (i.e. – bank account, securities account, or brokerage account) located in a foreign country in excess of \$10,000.

Name and Address of Institution:

Account Number and Type: _____

Maximum balance during the year, converted to US dollars: \$ _____

Charitable Contributions

Cash, Check or Credit Card:

Organization	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Noncash:

Organization	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**If a donation of a vehicle, please include the statement given to you by the organization.*

PLEASE, **NO RECEIPTS** or bills need to be provided to us.
Enter the totals above and we will calculate the deduction if you are eligible.

This page does not apply to me.

Massachusetts Senior Circuit Breaker Credit for tax year 2024

(YOU OR YOUR SPOUSE MUST BE 65 OR OLDER.)

The Senior Circuit Breaker Credit is a refundable credit for real estate taxes paid by persons ages 65 and older. The maximum credit is \$2,590.

Who is eligible?

You or your spouse must be 65 or older by December 31, 2024.

You must be a resident of Massachusetts.

You may be eligible if you own or rent a home in Massachusetts.

Maximum income cannot exceed:

Single \$69,000

Married filing joint \$103,000

HOH \$86,000

Who is not eligible?

You are a nonresident.

You or your spouse are under 65.

You are married and your status is married filing separately.

The assessed value of your home cannot exceed \$1,025,000.

Please Provide:	
Annual Real Estate Tax Paid	\$
Annual Water & Sewer	\$
Annual Rent Paid	\$

* Please be accurate. We expect the state will be scrutinizing this credit due to the maximum credit being \$2,590.

Medical Deductions

This page does not apply to me.

Can I deduct my Medical Expenses?

Maybe – but... Most Likely not!

The following are two simple examples to provide you with a guideline before adding up all your receipts.

Example # 1 <i>SINGLE OR HEAD OF HOUSEHOLD</i> Annual Income \$75,000	Example # 2 <i>MARRIED FILING JOINTLY</i> Annual Income \$150,000
Out-of-pocket medical expenses would need to exceed \$11,000.	Out-of-pocket medical expenses would need to exceed \$27,000.
Only the amount in EXCESS of the \$11,000 would provide any benefit	Only the amount in EXCESS of \$27,000 would provide any benefit

	TAXPAYER	SPOUSE	NOTES
Doctors, Dentists and Nurses	\$	\$	
Prescription Medicines and Drugs	\$	\$	
Hospitals	\$	\$	
Medical Insurance Premiums	\$	\$	
Medicare Premiums	\$	\$	
Long Term Care Premiums	\$	\$	
Lodging and Transportation	\$	\$	
Eyeglasses and contact lenses	\$	\$	
Hearing Aids and Supplies	\$	\$	
Addiction Treatment	\$	\$	
Nursing Home	\$	\$	
Home Health Care	\$	\$	
Other Medical	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Medical Miles Driven: _____

Lodging: _____

- If you pay your medical expenses by way of an FSA or HSA account, those expenses are not deductible.

Rental Income – Rental Expenses

This page does not apply to me.

Type of Property:

Residential Rental Duplex Commercial Building Vacation Rental

Do you occupy any of this property?

What %

Address of property

Rental payments you received in 2024 (do not include security deposit) \$

EXPENSE CATEGORY	AMOUNT	COMMENTS
ADVERTISING	\$	
ASSOCIATION DUES, HOA FEES	\$	
BANK CHARGES	\$	
CLEANING	\$	
GARDENING	\$	
INSURANCE - HOMEOWNERS	\$	
LEGAL & PROFESSIONAL FEES	\$	
MANAGEMENT FEES	\$	
MORTGAGE INTEREST	\$	
PAINTING & DECORATING	\$	
PEST CONTROL	\$	
PLUMBING & ELECTRICAL	\$	
REPAIRS	\$	
GENERAL SUPPLIES	\$	
PROPERTY TAXES	\$	
TELEPHONE	\$	
UTILITIES	\$	
MEALS – BUSINESS	\$	
PARKING & TOLLS	\$	
AUTO/TRAVEL	\$	

Provide all 1099's (MISC and NEC) received by you.

Business Income – Business Expense

This page does not apply to me.

Owner of Business:

Name of Business:

Self Employed

Corporation

LLC

Income: \$

EXPENSE CATEGORY	AMOUNT	COMMENTS
ADVERTISING	\$	
COMMISION & FEES	\$	
DUES AND SUBSCRIPTIONS	\$	
INSURANCE	\$	
LEGAL AND PROFESSIONAL	\$	
MEALS	\$	
MATERIALS	\$	
OFFICE EXPENSE	\$	
OUTSIDE SERVICES	\$	
POSTAGE	\$	
PRINTING	\$	
RENT	\$	
SUPPLIES	\$	
TELEPHONE	\$	
TOOLS	\$	
TRAVEL	\$	
UNIFORMS	\$	
WAGES	\$	

Business Use of Home Worksheet

This page does not apply to me.

If you receive a W2, you are not eligible unless you received a 1099 for other work.

Business use of home is for the area used exclusively and regularly for business.

Actual Expenses Method:

Total area of home (in square feet) _____

Area used exclusively as home office (in square feet) _____

Mortgage Interest	\$	Real Estate Taxes	\$
Insurance	\$	Heat	\$
Electrical	\$	Repairs	\$
HOA Dues	\$	Water & Sewer	\$
Cleaning	\$	Rent	\$
Other	\$	Other	\$
Other	\$	Other	\$

There are two methods, Actual & Safe Harbor Method. We will choose which arrives at the maximum deduction for you.

Business Vehicle Information Worksheet

	Vehicle 1	Vehicle 2
Current odometer reading		
Total mileage		
Business mileage		
Commuting mileage		
Avg daily round-trip commute		

Energy Credits for Year 2024 and Forward

You put the total amount paid, *less any rebates received*, we will calculate the credit.

Generally there is a \$1,200 cap.

For heat pumps and biomass there is a separate limitation of \$2,000

For solar there is no cap.

**TOTAL
COST**

The following include the cost of the product, not the labor	
Exterior doors (30% of costs up to \$250 per door, up to \$500)	\$
Exterior windows and skylights (30% of costs up to \$600)	\$
Insulation materials or systems (30% of costs)	\$

30% of costs, including labor, up to \$600 for each item	
Central air conditioners;	\$
Natural gas, propane, or oil water heaters;	\$
Natural gas, propane, or oil water furnaces and hot water boilers	\$

30% of costs, including labor up to \$2,000	
Electric or natural gas heat pump water heaters;	\$
Electric or natural gas heat pumps; and	\$
Biomass stoves and biomass boilers	\$

Solar energy property (30% of total cost)	
Solar panels (purchased not rented)	\$
Solar water heater	\$

EV charger cost and installation (30% of cost up to \$1,000)	\$
If you had an energy audit let us know the cost.	\$

Comments and questions from you to us.

This page does not apply to me.

Please Be Aware

Tax Payments and Estimated Payments

We strongly encourage any payments for your tax return or estimated tax payments to be directly made on www.IRS.gov or at Mass Tax Connect <https://mtc.dor.state.ma.us/>. This will provide instant confirmation of payment and avoid the delay of the post office. For information on how to make these payments, please contact the office.

Signature Pages and Finalizing your return

As soon as possible, send back your signature forms and payment that are included in your tax folder. It is in your best interest to file your return ASAP. If a tax is due, it does not need to be paid until April 15th.

Year End Financial Documents

An extension does not provide any additional time to pay your tax. It does provide you with additional time to file your tax return, as late as October 15th.

To request an extension, please contact the office by April 1st. If you would like to make a payment with an extension, please let us know.

Notices from IRS or State

If you receive correspondence from the IRS or state, we need to see them. You can drop it off, mail it in, upload to the portal, email or fax every page of the notice (front and back). Once we look at the notice, we will contact you and explain what the notice is regarding and the appropriate response if any is needed.

HOW TO PROTECT YOURSELF FROM A POTENTIAL TAX STORM

Critical tax, estate planning and investment issues can affect your ability to retire in the lifestyle you deserve.

Ready to talk retirement? Let's talk retirement planning.

Bill Burton, CPA, CFP | Harold Zazula, CFP, RICP

Helping Clients reach their retirement goals for over 30 years