MCALARNEY & BRIEN, INC.
ANNUAL NEWSLETTER

2009 TAX SEASON FOR 2008 TAX RETURNS

Length of Tax Appt:

This tax season we will be scheduling our in-office appointments to run 1 hr maximum. If you have issues you believe warrant more time, please book the 2:30 pm time slot. The 10am, 11:30am and 1pm appointment slots will end in 1 hr, we can't have an appt run over and affect the other clients.

To assist you we have a new format to our organizer. If you follow it and use the "separator sheets" you will have a smooth and efficient experience.

Tax Appointments:

The first appointment for coming in to have your taxes prepared will be February 2, 2009. When calling for an appt, you want extension "0". Do not go to ext 4 for Kevin.

"Phone Tag" – we hate it, so do you. But, during tax season please be patient. It is not uncommon for 2 to 3 days to go by before we get back to you. If you have not heard back from us in a timely fashion, be a pest, push us. But be nice.

REMINDERS-

1. we do not have the time to chase down your missing information – we need that time to work on tax returns. We will remind you once that you owe us info. We wish we could do more but we can't

2. if you do require an extension, please don't be upset with our staff, it was not their fault.

3. if you want to avoid an extension, get your tax data to us in February and any missing info to us ASAP. Make it a priority.

4. Extensions are not just a push of a button – our fee to handle these is $75.

How Can We Help You?

Every year we provide this list and every year a client will be "surprised" to find out we offer a service they need (does that mean they don't read this colorful newsletter ….)

For our ***individual clients***, we are able offer the following:

TAX DIVISION

- tax planning, tax preparation (even for states other than Massachusetts)
- tax projections for the next year

MONEY MANAGEMENT DIVISION

- money management, budgeting
- college and retirement planning
- we can educate you in the area of mutual funds and stocks

- all types of insurance through our affiliates

For our ***business clients***, we are able to offer the following:

ACCOUNTING DIVISION

- monthly financial reports, annual tax returns for corporations, trusts, and partnerships, and the new LLC entity
- bank reconciliation's

PAYROLL DIVISION

- process payroll, print checks, keep track of tax obligations, year end W-2's and 1099's
- direct deposit of paychecks, payroll tax remittance
- prepare quarterly payroll tax returns

BILL PAYING DIVISION

- process, prepare and mail checks, maintain filing system of paid bills
- provide an accounting of the disbursements upon request

How Can You Help Us?

We welcome your feedback. If you think we can improve in an area, let us know. Your input will help us provide you with the best quality work possible.

If you like what we do for you, please tell a friend or associate. We are always accepting new clients, and we value your referrals.

WhyExtensions:

First, extensions do not cause an audit. Some clients have wondered why, if they get their info to us in March, they end up on extension. Well, if all the info is available and no missing data, then no problem. But, if you wait till March and you are not fully prepared or you don't give us all the info, or if you are waiting for info that is late (out of your control) then yes, you have a good chance of an extension. You might think we have plenty of time, but we don't. Allow us to illustrate a typical tax season: Starting in February clients start sending in or bringing in their tax info starting in February. At least 50% of these February tax returns never get completed in February due to missing info. In March we take about 10 days off from personal tax returns and work on nothing except business tax returns. Meanwhile more returns are coming in during March, and, the February clients that had missing info are now getting us that info, in March. Couple that with tons of email questions, phone calls, administrate tasks, and you have the "perfect storm" slamming into Lynnfield starting mid March and not ending till April 15th. The amount of emails, phone calls, and new tax returns and old missing tax info converging in late March is <u>staggering</u>. So, any client that we started a return for in February that has not gotten us their missing info will be placed on extension as of March 10th. It is not fair to the clients of March to be delayed due to February procrastinators. So, the morale of this story – think about getting your tax info to us in February, in an organized fashion, and avoid the March storm. If you get caught in the storm, we can't help you.

Meet Our Company:

When you call our office, sometimes you aren't sure who you are speaking with. Let's see if we can help you:

Susan Brien, co-owner and President, will be starting her 13th year with us. Susan manages our firm and oversees all client services and requests, as well as the administration of your account. Any concerns you have should be handled by Susan.

Kevin McAlarney, co-owner, founded the company twenty-five years ago. Kevin prepares all tax returns and handles all client tax, money, and business strategy issues.

Eileen Childs handles our payroll processing for our business clients as well as business client accounting. This will be Eileen's second tax season.

How To Reach Us:

Eileen ..781-581-9463 x 1

Reception 781-581-9463 x 0

Susan ….781-581-9463 x 3

Kevin ..781-581-9463 x 4

Fax 781-581-9684

Susan's email: susanbrien@comcast.net

Kevin's email: kgmcalarney@comcast.net

Eileen's email: mcalarneyandbrien@yahoo.com