

# Albert Lea Tax Service

502 S Broadway Ave  
Albert Lea, MN 56007  
Phone: 507-377-1625  
Fax: 507-373-5316  
mail@altaxservice.com

## Office Hours:

January 29-April 15, 2024  
Mon-Fri 8am to 5pm  
Sat: 8am to Noon

## Need a Worksheet?

Visit our website at  
[www.altaxservice.com](http://www.altaxservice.com) to  
download worksheets, stop  
in our office to pick one up,  
or request one be sent.

## Deadline Dates

### For 2024:

Individuals Tax Returns:  
April 15, 2024

Farmers:  
If you don't pay your taxes in  
full by January 15<sup>th</sup>, you must  
file and pay by March 1, 2024

S Corps (Form 1120-S)  
March 15, 2024

C Corps (Form 1120)  
April 15<sup>th</sup>, 2024

Partnerships (Form 1065)  
March 15, 2024

Non-Profits  
May 15, 2024

Form W-2  
To employees and file by  
January 31, 2024  
File by

Form 1099-MISC  
To contractors by  
January 31, 2024  
File by  
February 28, 2024

Form 1099-NEC  
To contractors and file by  
January 31, 2024

Certificate of Rent Paid (CRP)  
To renters by  
January 31, 2024



## CARD PROCESSING FEE EFFECTIVE JANUARY 1, 2024...

Due to the rising costs of card acceptance fees, all Credit and Debit card transactions will be charged a 3% fee. For your convenience, we will still accept cash, money orders, cashier's checks, and personal checks.

## NEW PAPER FILING THRESHOLD FOR W-2s AND 1099S...

The limit on how many paper filings you can file with the IRS has been lowered in 2023 from 250 to 10. If you have 10 or more 1099s, W-2s, and information returns combined, you must file them electronically. For example, if you have 9 employees and 1 1099 contractor, you'll need to e-file the W-2 and 1099 forms. Penalties imposed by the IRS for non-compliance could be up to \$310 per information return.

## BOI | BENEFICIAL OWNERSHIP INFORMATION

Starting January 1, 2024, many companies will be required to report information to the U.S. government about who ultimately owns and controls them.

Reporting companies may have to obtain information from their beneficial owners and report that information electronically to FinCEN. The system will provide the filer with a confirmation of receipt once a completed report is filed with FinCEN.

You can find guidance materials, when to report, and additional information by scanning the QR code or visiting [www.fincen.gov/boi](http://www.fincen.gov/boi)



## GET READY FOR 2025...

### Landlord and Tenant Law Is Changing!

All property owners or managing agents will be required to use e-Services to create their 2024 Certificate of Rent Paid (CRP) form online in January 2025. Using this service will generate an Electronic Certificate Number (ECN) on the CRP form, which will be required when individuals go to file their Renter's Property Tax Refund.

All residential property owners and managers can use e-Services to create and manage CRPs for Minnesota properties. There is no cost to use this service. After creating a username, when you log in to e-Services you can import your data from a spreadsheet or use a step-by-step process to enter your data. For more information, go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and enter landlords in the Search box to find our CRP Information for Landlords webpage.

# ARE YOU A HOMEOWNER OR A RENTER?

## You may be eligible for a Minnesota Property Tax Credit

### What is the homestead credit refund program?

The homestead credit refund is a state-paid refund that provides tax relief to homeowners whose property taxes are high relative to their incomes. If you owned and occupied your property as your homestead, you may qualify for one or both of the following homestead credit refunds:



### Who can claim the credit?

**Homeowners** with household income less than \$135,410 can claim a refund up to \$3,310. Homeowners and mobile home owners:

- must have owned and lived in your home on January 2, 2024
- must have the property classified as your homestead (or applied for the classification)
- must have a valid Social Security Number (If married filing jointly, at least one spouse must have a valid SSN)
- must have paid or have an arrangement to pay any delinquent property taxes on the home (if any).

You may qualify for \$1,000 in additional credits if:

- You lived in your home on January 2, of 2023 and January 2, 2024
- Your net property tax increased by more than 12% from 2023 to 2024 **AND**
- The increase was at least \$100.

**Renters** with household income of less than \$73,270 can claim a refund up to \$2,570. You must have lived in a building where the owner of the building:

- Was assessed the property tax
- Paid a portion of the rent receipts instead of the property tax
- Made property tax payments to a local government in place of property taxes.

Renters who are residents of another state but present in Minnesota for more than 183 days, may be able to claim the refund. Contact the building owner if unsure if property taxes were assessed on the building.

### Who cannot claim the credit?

- **Dependents** claimed on another person's return cannot claim the credit. If you lived with your parents, grandparents, siblings, etc., and were under age 19 (24 if full time student) and did not provide more than 50% of your own support, you are not eligible to claim the credit.
- **Full year residents of Michigan or North Dakota** may not claim the credit.
- If you're a **non-resident alien living in Minnesota** and gross income was under \$4,800 and 50% of your support is from a relative.
- If you have a **relative homestead**, neither the owner or the occupant may claim the credit.

## TERMS OF ENGAGEMENT LETTER

Thank you for choosing Albert Lea Tax Service to assist you with your 2023 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2023 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. An Organizer is enclosed to help you collect the data required for your return. The Organizer will help you avoid overlooking important information. By using it, you will contribute to efficient preparation of your returns and help minimize the cost of our services.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee will be based on data entry and priced per form plus any additional services provided. Invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for three years, after which these documents will be destroyed.

If you need an additional copy of your tax return printed, there is a \$5.00 charge for each year. If you should need a digital copy emailed to you, there is a \$10.00 charge. All digital copies will be sent encrypted and password protected.

Our engagement to prepare your 2023 tax returns will conclude with the delivery of the completed returns to you (if paper-filing), or your signature and our subsequent submittal of your tax return (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign in the space below and return to Albert Lea Tax Service at the time you do your taxes.

Sincerely,  
Albert Lea Tax Service

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date

**Albert Lea Tax Service  
502 S Broadway Ave  
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**Please read, sign, and date the Terms of Engagement letter enclosed and return this entire packet to us when you do your taxes.**

**WHAT WE NEED FROM YOU TO DO YOUR TAXES...**

This newsletter and the enclosed information has been prepared to assist you in gathering information for your 2023 tax return. Please take the time to review the entire packet, answers any questions you feel comfortable completing on your own and return this entire packet to us when you do your taxes.

**DO YOU NEED AN APPOINTMENT...**

We are a walk-in tax service and appointments are NOT necessary. However, if you do have self-employment income such as a business or farm, or rental income, we strongly suggest you make an appointment.

