



January 4th, 2024

We hope you have enjoyed the holiday season and we wish you a very HAPPY NEW YEAR! Here's to a joyful, healthy, and successful 2024!

Attached you will find the Small Business Checklist, Questionnaire, 1099 Engagement Letter, and W-2 Engagement Letter. Please be sure to answer all of the questions, provide supporting documentation, and sign and date all documents. **We cannot begin your Year-End Accounting Services until we receive all signed documents.** Your information is due in our office by **Tuesday, January 16th**, and will be processed in the order we receive your **complete** information (this includes W-2 & 1099 processing!). Upload all documents to our ShareFile by using the link in my signature – please ensure you upload all documents at once; we will no longer be opening email attachments.

A few important tips and reminders:

- **Minimum Wage Increase:** 2024 WA Minimum Wage is \$16.28/hour
- **Mileage Rate:** 2024 IRS Mileage Rate is \$0.67/mile
- **Paid Family Medical Leave:** 2024 WA PFML Rate has decreased to .74%
- **Local Sales Tax Rate:** Visit www.dor.wa.gov to view the latest sales tax rates
- **Year-End:** Be sure you are complying with Federal Guidelines by having completed and up-to-date W-4s and I-9s on file for each employee as well as up-to-date W-9s for each vendor
- **QuickBooks Desktop Users:** Upload your accountants copy to our ShareFile or send a copy through QB with a dividing date of 1/1/2024 after all accounts have been reconciled and you have installed the latest payroll updates (if applicable)
- **NEW! Effective 1/1/2024 the Corporate Transparency Act (CTA) will require most business entities to file an ownership report with FinCen (Financial Crimes Enforcement Network) by 1/1/2025.** For more information and FAQs visit: https://www.fincen.gov/boi-faqs#B_1. We will NOT be filing this report for you, but will provide you additional information in the coming weeks.

If you have any questions, please contact us! You can also find additional information on our website, www.hettickaccounting.com. We appreciate and value all of our clients and have truly enjoyed serving you and the community over the years.

Thank you,

Kathy Hettick, Principal, EA, ABA, ATP

Kelly O'Kelly, Accounting Manager

