



Electronic Filing is Required This Year

For the 2003 tax season, we are pleased to announce that all eligible tax returns prepared by Yeo & Yeo, PC will be electronically filed (e-filed) on your behalf.

The Michigan Department of Treasury is requiring all tax preparers who file more than 200 State of Michigan tax returns annually to file all eligible 2003 State of Michigan tax returns electronically. The State of Michigan made this decision based on 2004 budget cuts and the fact that nearly one-third of all taxpayers already chose to e-file their tax returns in 2002.

The transmission of your tax returns to the IRS and the State of Michigan is safe and confidential. They are not processed over the Internet, but rather as a computer-generated tax return through secure telephone lines via approved Treasury vendors. You will continue to receive paper copies of your tax returns for your review and records. We will not transmit your returns without you first reviewing them and signing an authorization form that we keep on file.

There are several benefits to filing electronically:

1. You can electronically file your federal tax return and state tax return together.
2. As your preparer, we get confirmation that your return was received and accepted. This is not something you know when you mail your returns by standard mail; you can only assume that the return was received and accepted.
3. Refunds are usually received within 10 to 14 days and can be deposited directly into your bank or credit union account, or a check can be issued during that same time frame.
4. Electronic filing is a free service.

If you do not receive a refund but instead have a payment due with your tax return, we will electronically file that tax return as well. On or before April 15th, you will simply mail a small paper voucher with payment or authorize the IRS to withdraw the payment directly from your checking account. You will already know that your return was received and processed. Upon receipt of your payment, it will be posted to your account at the IRS or the State of Michigan.

Note to business clients: If you filed a Single Business Tax return within the last two years, you should have received a CSN (Customer Service Number) letter from the State of Michigan the first week of December 2003. The SBT return cannot be e-filed without this number. **Please forward a copy to your accountant.** If you do not receive a letter, you can call (517) 636-4700 to request one from the State of Michigan.

We encourage you to contact our office with any questions you have or that may arise regarding this process.