

Tax Preparer Compliance Reminder

Date: [Insert Date]

To: [Tax Preparer's Name]

From: [Your Name or Company Name]

Subject: Compliance Reminder for Upcoming Tax Season

Dear [Tax Preparer's Name],

As we approach the upcoming tax season, we would like to remind you of the essential compliance requirements that need to be addressed. It is crucial that all preparers adhere to the necessary regulations to ensure a smooth and lawful tax filing process.

- Review all client files to ensure all documentation is accurate and complete.
- Confirm that you are registered with the IRS and any relevant state tax authorities.
- Stay updated on changes to tax laws that may affect your clients.
- Ensure all continuing education requirements have been fulfilled.
- Maintain accurate records of all tax returns prepared.

Please ensure that you are fully compliant by [Insert Deadline]. If you have any questions or need assistance, feel free to reach out to me.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]