

Yearly Tax Reporting Instructions

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

As the end of the financial year approaches, we would like to provide you with important instructions for the yearly tax reporting process.

1. Gather Required Documents

- W-2 Forms from employers
- 1099 Forms for freelance work
- Receipts for deductible expenses
- Bank statements and investment income

2. Important Deadlines

- Tax Return Due Date: [Insert Date]
- Estimated Payment Due: [Insert Date]

3. Filing Methods

You can file your taxes using one of the following methods:

- Online Tax Software
- Professional Tax Preparation Services
- Paper Filing by Mail

4. Contact Information

If you have any questions, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]