

January 17, 2024

STEVE & JILL ANDERSON
1234 MAIN STREET
NEWPORT BEACH, CA 92660

Dear Mr. and Mrs. ANDERSON:

Enclosed are your 2023 income tax return and 2024 estimated tax vouchers.

Specific filing instructions are as follows.

FEDERAL INCOME TAX RETURN:

This return has been prepared for electronic filing and the practitioner PIN program has been elected. Please sign and return Form 8879 to our office. We will then transmit your return electronically to the IRS. If after three weeks you have not received your refund, you may contact the IRS at 1-800-829-4477.

A portion of your overpayment in the amount of \$1000 has been applied to your federal declaration of estimated tax. You will also receive a refund in the amount of \$53097.

FEDERAL ESTIMATED TAX VOUCHERS:

Separately mail voucher 1 of Form 1040-ES by April 15, 2024.

Internal Revenue Service
P.O. Box 802502
Cincinnati, OH 45280-2502

Enclose your check for \$159000, payable to the United States Treasury. Include your social security number and the words "2024 Form 1040-ES" on your check.

Retain vouchers 2, 3 and 4 in your files and mail to the above address on or before the dates indicated.

For your reference we have listed all estimated tax payments and their original due dates below. Vouchers requiring no payment should not be filed.

Voucher no. 1 by 04/15/24 \$159000

Voucher no. 2 by 06/17/24 \$160000

Voucher no. 3 by 09/16/24 \$160000

Voucher no. 4 by 01/15/25 \$160000

Your copy of the return is enclosed for your files. We suggest that you retain this copy indefinitely.

Very truly yours,