

Huston Accounting Services

1450 Ward Circle
Franktown, CO 80116

lois@hustonaccountingservices.com

December 2023

Greetings WV Missionaries!

We trust that you had a blessed 2023, and that you will be filled with thanksgiving, at this time and throughout the year, for the gift of Jesus and salvation.

The basic information you provided last year is carried over to your 2023 tax organizer, and you will only need to fill in the current year 2023 numbers, change anything that is no longer correct, and answer the questions. Your personalized Tax Organizer and the Additional Tax Questionnaire are now available on our website. (The tax organizer is uploaded under your portal and secured by the last six digits of your SSN.)

For your Federal Tax Return:

Please fully complete the Tax Organizer and Additional Tax Questionnaire from the Huston Accounting Services website (www.hustonaccountingservices.com) by January 31, 2024. If we receive your complete tax information by March 15, 2024, we anticipate that your 2023 tax return will be prepared and filed by the appropriate due date. If your information is not received by March 15, and you have not contacted us about sending it late, your tax return may need to be extended, or possibly prepared by another tax preparer.

For your State Tax Return (if applicable):

We will file your state tax return upon your request. (Please check your state's requirements for filing a state tax return.) If this is your desire, answer the appropriate questions on the Additional Tax Questionnaire. The preparation fee for the state tax return will be charged by WorldVenture, and you may be liable for state taxes as well.

Your tax information should be sent by one of the following methods:

- Email to lois@hustonaccountingservices.com (please make sure any sensitive information is encrypted and/or password protected)
- Upload to your portal on our website.
- Fax to 303-379-5394
- Upload to DropBox (contact us for further instructions if needed)
- Mail to Huston Accounting Services, Attn: Lois Huston, 1450 Ward Circle, Franktown, CO 80116.

Specific Instructions:

1. Please send your tax information directly to us rather than to the WorldVenture office.
2. Please complete and sign the Additional Questionnaire and forward along with your tax information. If you were not overseas all of 2023, you can skip the first eight questions.
3. Your authorization is required to e-file your tax return (these forms will be forwarded to you later.)
4. Foreign Bank Account reporting (FBAR) is filed with your tax return. If you have investments in, or a signature authority on a foreign bank account (personal or ministry) please answer "Yes" to question 17 on the Additional Questionnaire and we will forward an additional questionnaire to you.
5. Per IRS requirements, we need a copy of your US driver's license(s) to prove your identity. If you don't have a US driver's license, please forward a copy of your US passport.

Please remember:

- If you have a federal and/or state tax balance due, it will be deducted from your personal bank account on April 15. WorldVenture will reimburse taxes owed only from WorldVenture-sourced W-2 income.
- If you have a tax refund it will be direct deposited into your bank account.
- You are personally responsible for any tax penalties that the IRS may assess due to any income or other items that are discovered missing from your return.

We look forward to working with you! If you have any questions, please feel free to contact us with any questions. God's richest blessings on you this Christmas and in the coming year!

Sincerely,



Lois A Huston, CPA

Office: 303-798-8266 / Mobile: 303-875-6375 / Fax: 303-379-5394