

## Foundational Preparation

- Update organizational tax details (EIN, business licenses, etc.)
- Consolidate jurisdictional tax obligations.
- Prepare beneficial ownership documentation for Corporate Transparency Act (CTA)

## Key Deadlines

- Compile federal, state, and local tax filing dates – leverage vendor partners for help
- Automate reminders for recurring tax deadlines
- Monitor expiration of provisions under the Tax Cuts and Jobs Act (TCJA)

## Compliance Tracking

- Implement or update a notice management system
- Standardize response protocols for tax notices
- Stay informed on state-specific tax law changes

## Risk Mitigation

- Conduct a penalty and audit risk assessment
- Verify real-time monitoring of tax liabilities
- Plan for potential increases in compliance costs

## Employee Training

- Organize workshops on new tax laws
- Train staff on leveraging automated platforms
- Educate employees about potential changes to personal tax obligations

## Legislative Monitoring

- Stay updated on the legal status of the CTA
- Track inflation adjustments for tax brackets and deductions
- Review state-specific tax law updates

## Continuous Improvement

- Set quarterly reviews for compliance performance
- Document changes in tax obligations or processes
- Review team efficiency and workflow



### Strategic Planning for 2025 & Beyond

- Review expiring tax provisions
- Update processes for new tax rules
- Consult legal or tax professionals