



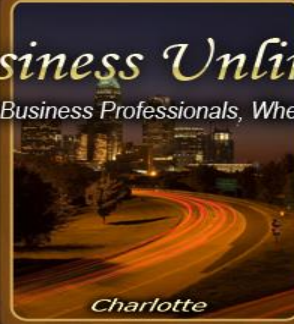
Atlanta

## Universal Business Unlimited

"The Premier Legal & Business Professionals, Where Quality Comes Naturally"



Miami



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124 South Main Street, Suite 1B, Jonesboro, GA 30236 • P.O. Box 1343 • Jonesboro, GA 30237

[www.universalbizunlimited.com](http://www.universalbizunlimited.com)

Phone: 770-681-0944 • Toll Free : 1-877-793-2602 • Fax: 770-473-9895 • EFax: 803-693-0303

## **UBU TAX PROFESSIONALS ELITE TAX CENTER**

**TAX ORGANIZATION AND TAX PREPARATION**

**2021 Tax Year**

**INFORMATION AND CHANGES**



## **EXISTING UBUTPE CLIENTS AND ALL NEW CLIENTS**

Happy New Year and Upcoming 2022 Tax Season for Tax Year 2021! UBU Tax Professionals Elite wish to express our sincere thanks and appreciation to all of UBUTPE's loyal clients throughout the United States who continue to be a part of the UBU family the last 15 years. We are ready for the new 2022 Tax Season and stand ready to service you efficiently and effectively to help you legally "Maximize Your Tax Dollars."

UBU Tax Professionals Elite ("UBUTPE") had a successful Tax Year in 2021 on behalf of our Tax Clients in spite of the 2021 Coronavirus Pandemic and IRS delays related thereto. We were efficient, focused and most of all, welcomed a phenomenal success ratio with our client returns. Tax Year 2021 begins in a few weeks, and we believe you will benefit most by preparing EARLY (NOW!) UBUTPE is a subsidiary of Universal Business Unlimited, Inc.'s Nationwide One-Stop Business and Consumer Service Center (A Name You Can Trust), now located in Georgia, Florida, South Carolina. We are a National Corporation in Three (3) Locations, and in-house and online business that services all 50 states. UBU Tax Professionals Elite ("UBU Tax Pros") through Universal Business Unlimited, Inc. are full-service Tax Centers, and Electronic Filing Originators (EROs) with the IRS. UBUTPE are available to assist you all year long with your tax needs. We offer Fee-Collect for client convenience through Santa Barbara Bank, a trusted name with the IRS to avoid advance payment of Preparer Fees. For Prior Year Tax Returns, no Fee-Collect is available. However, UBU now accepts Mastercard and Visa for Prior Year Fees, but must add a 3% convenience fee.

## **TAXPAYER ALERTS – CHILD TAX CREDIT**

Taxpayers who received the Child Tax Credit from July through December 2021 will receive a Form 6419 in the mail from the IRS documenting the correct amount received that must be filed on your 2021 Tax Return. You must wait for this Form 6419 to avoid tax refund delays.

Because so many people universally were mistaken or dishonest about the exact amount of stimulus checks they received, in 2020 there were delays. The IRS has a record of all payments made to each Taxpayer. To avoid this in Tax Year 2021, please give your Tax Preparer accurate information and submit copies of your Bank Statements to assist in our due diligence process in the event the IRS has questions. Older Tax Years' issues should not affect the current Tax Year.

**If you ever receive a letter from the IRS, please do not be alarmed. It does not mean you did anything wrong. Check the mailing date and Immediately contact your Tax Preparer first, for proper guidance and assistance. Email the letter immediately to [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com). Look at the date on the letter and know you have 30 days to disagree, or contact the IRS and request additional time to respond. Many of you pay for Tax Protection, which can also assist with documentation preparation. Do not panic. UBUTPE will assist with helping you expedite the process.**

An inquiry from the State is just that. It is tricky and confusing when they indicate they have changed your return. It simply means to send over the information that is requested so they can release your State Return. Again, do not be overly concerned. Contact your Tax Preparer first.

## **Tax Year 2021 IRS Begins Accepting Returns January 24, 2022**

We look forward to serving you again this year at "UBU Tax Professionals Elite". If you have any questions or concerns, please do not hesitate to contact our offices at the following locations:

**Georgia – Corporate Office:** Phone: [770-681-0944](tel:770-681-0944) Fax: [770-473-9895](tel:770-473-9895) E-Fax: [803-693-0303](tel:803-693-0303)  
**Florida – Satellite Office:** Phone: [305-586-8316](tel:305-586-8316) Fax: [770-473-9895](tel:770-473-9895) E-Fax: [803-693-0303](tel:803-693-0303)  
**S. Carolina – Satellite Office:** Phone: [877-793-2602](tel:877-793-2602) EFax: [803-693-0303](tel:803-693-0303) E-Fax: [803-693-0303](tel:803-693-0303)

**[GA Cellulare: 404-396-2537 / 470-526-7555](tel:404-396-2537) [FL Cellular: 305-586-8316 / 305-812-5656](tel:305-586-8316)**

### **UBU TAX PROFESSIONALS ELITE EMAILS**

**Tax Center-Send Docs:** [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com)  
**Employment:** [hiring@ubutaxpros.com](mailto:hiring@ubutaxpros.com)  
**Preparer Inquiries:** [gmayo@ubutaxpros.com](mailto:gmayo@ubutaxpros.com)  
**UBU Services:** [gmayo@universalbizunlimited.com](mailto:gmayo@universalbizunlimited.com)

The Internal Revenue Service announced that the nation's Tax Season will begin **Monday, January 24, 2022**. This means that the official date the IRS begins accepting filed returns. Do not be misled by false information. UBU reminds taxpayers that, by law, the IRS cannot issue refunds claiming the Earned Income Tax Credit (EITC) and the Additional Child Tax Credit (ACTC) before February 15, 2021. While the IRS will process all returns when received, it cannot issue related refunds before February 15, 2021. The IRS expects the earliest EITC/ACTC related refunds to be available in taxpayer bank accounts or on debit cards within approximately 6 weeks, beginning March 1, 2022 or before.

### **UBUTPE - 2021 TAX FILING UPDATE**

UBUTPE began preparing and inputting returns as of **Monday, January 3, 2022** and will submit the returns to the IRS for receipt and processing once the IRS system opens on January 24, 2022. Although the IRS will begin accepting both electronic and paper returns on January 31, 2022, paper returns will be processed in 6-8 weeks, or less, due to COVID-19 delays. The IRS strongly encourage Taxpayers to file their tax returns electronically and choose Direct Deposit for faster tax refunds. The nation's tax deadline this year is **April 15, 2022.**

**Returning and New *UBU Tax Professionals Elite* Clients for the 2021 Tax Year, we welcome you and will continue to Maximize your Tax Dollars legally and assist you in preparing for your future. Please call immediately to update any new addresses, emails and phone numbers in our System. Our focus is to expedite the process, to ensure that you to receive your refund in a timely manner.**

### **For All New Clients' Early Registration (You will be one of the first to be accepted by the IRS):**

- (1) Please visit UBU Tax Professionals Elite's website: [www.ubutaxpros.com](http://www.ubutaxpros.com) (Go to Contacts), and
- (2) Complete your Name, Address, Telephone number, Email Address, Name of Person who Referred You (If New Client), and type in the Service Request Box: " Name - 2021 Tax Preparation " and any additional information you would like UBUTPE to know about your 2021 Tax situation. Text the contact number to alert us. Advise if you need prior years or multiple Returns prepared.
- (3) Then go to Tax Forms. You should see a UBU Tax Client Form and Tax Engagement Letter which you will need to download, complete, sign, print and email to [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com). Also complete a Non-W2 Income Statement and Schedule C Worksheet.
- (4) **To expedite the process, Email to [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com) or Fax to (803) 693-0303.** On Subject Line: Your Name – 2021 Tax Preparation. Name add'l doc We will place you in the System immediately, begin your tax preparation, awaiting any add'l tax documents to finalize the process as follows:

## **SEND REQUIRED IRS DUE DILIGENCE DOCUMENTS TO UBUTPE FOR TAX FILING**

1. 2021 Last paycheck stub (Will need your W-2)
  2. 2021 W-2 Form for Employees
  3. 2021 1099R Form for Retirement Deductions
  4. 2021 1099 MISC Form for Self-Employed Individuals
  5. 2021 1099G Form for Taxpayers who received Unemployment Insurance Benefits
  6. 2021 Form 6419 to report Child Tax Credit Amount
  7. 2021 1098 Form for Taxpayers who attended school
  8. 2021 Health Insurance Marketplace Verification or Hardship Exemption Form
  9. Complete 2021 UBUTPE Form for Non-W2 Wage Earners, sign and e-fax to 803-693-0303 or e-mail. ([www.ubutaxpros.com/Tax Forms](http://www.ubutaxpros.com/TaxForms))
  10. Complete 2021 UBUTPE Schedule C Business Expenses and e-fax it to 803-693-0303 or e-mail.
  11. A copy of your unexpired driver's license or State ID (If New Tax Client)
  12. A copy of your Social Security Card for Taxpayer and Dependents
  13. For EITC Taxpayers, Immunization and School Records to verify Residency Requirement
  14. 2021 Bank Statements, Credit Card or Bank Card Statements the last 12 months
  15. Bank information, including Routing Number and Account Number for Account you wish your refund to be deposited in.
  16. 2021 Invoices or Record of Income for Sole Proprietors requiring a Schedule C
  17. Any and all receipts or other documentation for expenses relating to your 2021 taxes
  18. Any and all correspondence received for the 2021 Tax year from Jan – Dec. 2021
  19. If you plan to itemize deductions, fax or e-mail all documentation relating to 2021.
- Email to: [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com). All Documents must be legible.

**(To Email Due Diligence Docs – Pages 8-12: Place your Name and Tax Year 2021 in the subject line of e-mails) - Example: John Doe – 2021 Tax Documents. For subsequent emails, John Doe – And Describe the document you are sending (i.e., Driver's License, etc.)**

Your secured, confidential personal information and Tax Documents will be inputted immediately to get you in our System within 24 hours. You will be placed in VIP Status. Then call and schedule an telephone conference for your Tax Preparation Needs. If you have a difficult or special situation, please also call to schedule a video or phone appt. Don't Delay! UBU Tax Pros are here to assist you.

For your convenience, visit UBU Tax Professionals Elite: [www.ubutaxpros.com](http://www.ubutaxpros.com). Go to Tax Forms and get started Today by completing the UBU Main Client Tax Form and Engagement Letter. You may download, print and E-Fax to (803) 693-0303 or E-Mail to [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com) Your 2021 Tax Return will be placed in a "VIP Status," and expedited, while awaiting your W-2s, 1099s, or Non-W2 Income Form to complete E-filing. You may complete any additional information or provide remaining documents later.

**WHY USE UBU TAX PROFESSIONALS ELITE? "WE DO IT RIGHT THE FIRST TIME. WE ARE THE BEST AND STAND ABOVE THE REST!" WE ARE DETAILED, CONSISTENT. UBUTPE TRULY CARE ABOUT YOUR FUTURE, AND FOCUS ON OUR CLIENTS' SUCCESS! UBU TAX PROS ARE SEASONED TAX PROFESSIONALS CARE ABOUT YOU. OUR GOAL IS TO MAXIMIZE YOUR TAX DOLLARS LEGALLY. WE ARE HERE FOR YOU TO ANSWER QUESTIONS THE ENTIRE TAX YEAR. OUR PARENT COMPANY, UNIVERSAL BUSINESS UNLIMITED, INC. ALSO OFFERS A HOST OF OTHER BUSINESS, LEGAL, CREDIT AND BANKRUPTCY SERVICES TO HELP YOU OBTAIN A FRESH START IN THE NEW YEAR. CALL AND INQUIRE!**



### **EITC CREDIT**

Beginning in Tax Year 2016 - 2021, if you claim the Earned Income Tax Credit (EITC) or Additional Child Tax Credit (ACTC) on your tax return, the IRS must hold your refund until at least six weeks. In the past, the IRS has issued most refunds in less than 21 days (10 days or less, if paid by Direct Deposit). If you elect to receive a check, it could take 4 weeks or longer. Amended Returns will take up to 16 weeks or longer due to COVID-19 delays. However, UBUTPE will accommodate your requests. After the first initial deposit from the IRS in 2019, the normal refund time will be the same as usual.

**INQUIRE ABOUT OUR TPG BANK /FAST CASH ADVANCE PROGRAM, IF YOU ARE IN NEED OF SPECIAL FUNDS PRIOR TO RECEIVING YOUR TAX REFUND. THIS PROGRAM IS AVAILABLE AFTER YOUR TAX RETURN HAS BEEN RECEIVED BY THE IRS. ASK US ABOUT THE DETAILS.**

Please keep in mind it is always possible, but not likely, that your tax return may require additional review and be delayed if you have dealt with any Advance Child Tax Credit, Identity Theft issues, Child Support or Student Loan issues, EITC Credit fraud or other unknown or undisclosed delays. It is our goal to legally "Maximize Your Tax Dollars" and "Do It Right the First Time," so please disclose any potential challenges you might be facing so we can help.

### **IRS IDENTITY VERIFICATION LETTER**

If you received an Identity Verification Letter Request from the IRS, no need to panic. Simply follow instructions that also appear on our website at [www.ubutaxpros.com](http://www.ubutaxpros.com), call them and verify the information requested only. Do not volunteer information. This is not an audit. It is meant to properly identify the Taxpayer and combat fraud.

### **IRS MAIL AUDIT LETTER**

If you ever receive a mail audit letter, do not panic. It is no one's fault. Under the 2015 Path Act, the IRS randomly selects returns for verification. Most are "Head of Household" and "Schedule C." It is important that you keep all receipts during the year whether you think you need them or not, and swipe your cards in lieu of cash, just in case. If you chose Tax Protection Plus, simply contact the company and they will assist you. If you did not choose Tax Protection Plus, call UBU Tax Pros so that we may direct you further. Be sure to send a copy for your tax file. Though it is your choice, UBUTPE suggests that you accept Tax Protection Plus to safeguard you in the event of an audit, which is usually very unlikely.

**"REFERRALS" - WE ARE ASKING ALL OF OUR CLIENTS TO SEND US AT LEAST TEN (10) NEW PEOPLE WHO ARE IRS ACCEPTED AND THE IRS PAID A REFUND TO RECEIVE A CHECK FOR \$500.00. THERE WILL BE OTHER SPECIAL INCENTIVES FOR IN THE 2021 TAX YEAR.**

### **UBU TAX PROFESSIONALS EMPLOYMENT**

**"HIRING" - UBUTPE is also hiring Tax Preparers who desire to own their own business, but do not desire to work alone for our Associate Program in all 50 States. Please contact one of our offices for more information or visit our tax website at [www.ubutaxpros.com](http://www.ubutaxpros.com). View Employment.**

Thank you for allowing UBUTPE to handle your all of your Personal and Business Tax and Business needs. UBU appreciates your continued patronage and support over the last fifteen (15) years. We look forward to serving your Tax Preparation, Organizational, Tax Resolution and/or Bookkeeping needs for Tax Year 2021, We are here to help you meet all of your financial goals for a successful future, to empower your family. We look forward to Maximizing Your Tax Dollars in Tax Year 2021!!!

UBU TAX PROFESSIONALS ELITE MANAGEMENT

**UNIVERSAL BUSINESS UNLIMITED, INC.**

**ADDITIONAL BUSINESS & LEGAL SERVICES**

- Also, please keep in mind that the New Year is a great time to reflect on your financial future. You can use a portion of your refund to correct and/or improve your finances and begin the 2021 New Year debt free, with a “Fresh Start” Chapter 7 Bankruptcy, or achieve a higher FICO score with our Credit Assistance Program, AND MANY MORE SERVICES.  
[www.universalbizunlimited.com](http://www.universalbizunlimited.com)
- UBU is also offering its Homebuyer’s Program for any clients that are interested in purchasing a home. We will expedite the process for you from beginning to closing. Our agent works for Keller Williams Partners.
- UBU’s National One-Stop Business & Consumer Service Center has helped thousands of people succeed and change their lives for the better. We will continue to empower our clients to achieve ultimate success and personal growth.
- UBU also offer services to assist with preparation of 501c(3) Tax Exempt Status for a competitive rate.
- MANY MORE SERVICES.

**Visit Universal Business Unlimited, Inc’s website:**

[www.universalbizunlimited.com](http://www.universalbizunlimited.com)

and submit a request at the Contacts Page, or call **404-396-2537 or 305-586-8316** for faster service.

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[www.ubutaxpros.com](http://www.ubutaxpros.com)