Date

Entity Name

Entity Mailing Address

Dear Shareholder/Partner:

The IRS issued Schedule K2 and K3 beginning in tax year 2021, requiring S corporations and partnerships to report additional information related to certain foreign transactions. Beginning in tax year 2022, the IRS has further clarified the filing requirements for Schedule K2 and K3.

In accordance with the new guidelines for entities with no (or limited) foreign activity, we are required to notify you that you will not receive Schedule K-3 from the S corporation or partnership unless you request the schedule.

If we do not receive a request from you for Schedule K-3 information by February 15th, 2023, no Schedule K-3 will be provided.

Sincerely,

Your Name

Your Title