

COVID-19 NEWSLETTER

December 6, 2021

COVID-19 has caused a significant shift in the way many of us have worked throughout this pandemic.

There continues to be an uptick in COVID-19 cases throughout the country and globally. Adding to this mix of uncertainty is an always ever-changing tax landscape.

2021 has seen substantial taxpayer impact relating to the Tax Cuts and Jobs Act, the Coronavirus Aid, Relief, and the Economic Security Act. Additionally, the American Rescue Plan of 2021, the Infrastructure Investment and Jobs Act and the Build Back Better Act could change the tax regulations, as more guidance and information becomes available.

Every individual and business entity are unique as to their tax obligation and impact from these changes. We are dedicated to meeting our clients' different needs in a safe and healthy manner.

OUR COMMITMENT TO SAFETY

We are committed to helping you file your taxes in a way that is both convenient and safe for you and our staff.

Our tax office will be open for the **2021** tax filing season offering a **drop off and go option** or by working with us **via email and telephone conferences, in the comfort of your own home.**

DROP OFF AND GO

Gather your tax documents and drop them off at the front desk or through the front door mail slot, and we'll take it from there. Make sure to put the documents in an envelope and include your contact information such as an email address and a home/cell phone number.

WORK WITH US FROM HOME

Email or fax your tax documents to us, and we will complete your return after consulting with you via telephone and/or additional emails.

SCHEDULED DROP OFF WITH A CONSULTATION

Call to schedule a short 10 minute in-office consultation and drop your documents off at this appointment. Scheduled **consultations will be limited and returns will not be prepared during this time.** You will need to call when you arrive so that we can ensure no one else is in the conference room. Masks will be required. These limited appointments are subject to change based on any Federal or State mandates regarding COVID-19.

TAX RETURN PICK UP PROCEDURE

Once your return has been completed, a staff member will contact you via email/telephone to let you know that your return is ready and you can respond to the office for in-person or contactless pick up or we can send you a PDF copy.

PICK UP IN OFFICE

Please call the office when you arrive so that we can ensure no one else is in the conference room at that time. Masks will be required. If you would prefer not to come inside the office, everything can be placed in our milk box outside the front door. A pen will be provided for signatures when you utilize this option. All forms will need to be signed and returned to us and payment for services must be received before the tax return can be e-filed.

PDF TAX RETURN OPTION

Please let your return preparer know that you would like your tax return copies sent to you via PDF before the return is completed. Once the return is completed, the signature and our payment forms will be emailed to you, to be signed and sent back to us via email or fax. Once we receive the signed forms and payment for services, we will send your tax return copies to you via email and e-file your return. Your source documents, if originals, will be mailed back to you.