

Bouchard & Associates, PA

Certified Public Accountants

PO Box 362 135 Main St
Fairfield, ME 04937
(207) 453-7030 ph / (207) 453-7895 fax

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To Our Valued Clients,

We hope that this letter finds you and your family safe and well. We are writing to let you know about some changes for the upcoming tax season.

Many of you are used to meeting in person or picking up your finished forms in person at our office. **For the upcoming tax season in 2021, we will not be taking in person appointments or receiving visitors in the office.**

We kindly request that you do not call us to make an appointment this year. We do not have the same level of staff to handle incoming phone calls.

Please send us your tax information once you have it together. Provide your current contact information- address, cell phone, and email address.

You will still have the opportunity to ask questions, or have a consultation with Franklin or Jennifer. All consultations will be performed by telephone, email, or online meeting. Finished tax returns will be delivered to you by mail.

We will always call you to discuss your tax return and answer your questions before finalizing your return!

How to send us your tax information:

- By mail to address above
- By dropping off in our mail slot located in our front door
- By using our secure online portal to upload files

You can find our portal on our website www.bouchardtax.com. Please send us a message through our website's contact form if you would like to be set up with your own portal account where you can both send and receive files. You may use the "guest exchange" option to send us files without an account.

Our goal is always to provide reliable and accurate service on every account, and with the changes we've had to make in our office, this is the best way for Franklin and Jennifer to accomplish that. We look forward to speaking with you all during the tax season!

Respectfully,

Franklin Bouchard, CPA

Jennifer Bouchard, CPA