



December 28, 2020

We hope 2020 was as good a year and healthy as it could be for everyone. We have all faced (face) many extraordinary challenges and it appears that more are on the horizon at the writing of this letter.

We are expecting some changes during the tax season this year and are prepared. **For those who had taxes prepared prior to March 15, 2020, our office went to drop off only status. Due to the current COVID regulations and escalation in cases we will continue our drop off status. No appt is necessary to drop off returns.** Beginning January 18, 2021 office hours are **9 A.M. to 6 P.M. Mon – Th and Fri, 9 A.M. to 1 P.M. Saturdays are not available at this time. We will set appointments for new clients or current clients who have had changes to their financial status. Appointments will be made in 15 minute increments and MASKS ARE REQUIRED. Virtual and phone appointments may also be schedule. We will continually monitor the situation and make changes to times and appointments based on Colorado/El Paso County COVID requirements. We are doing our best to ensure all of us stay healthy by following the regulations and protocols in place. If a secure file upload account has not been requested please contact our office via phone or email and we'll set it up.**

**Drop offs and uploads of all tax documents aid in freeing up our clients precious time, keeping our clients and their loved ones safe while ensuring the time required to complete returns in compliance with new tax laws. Clients are notified upon completion at which time a short appointment may be made for a review if necessary. Our office is capable for processing all returns and information electronically for those who are able. Drop off and uploaded returns normally have a 5 -10 day turn around for completion.**

**Due to a high volume of calls and emails requesting electronic copies of returns we will only print a copy if requested, otherwise all returns will be uploaded through our secure file system which allows access at any time to your returns.**

For the convenience of our email clients we have also included our basic tax tool, the worksheet, as an attachment. Please print the worksheet if you so choose. Call our office if you have questions about tax documents. When in doubt bring it all! All clients may email, fax or send via certified mail to the numbers listed at the bottom of this letter.

**Some important deadline reminders:**

- Partnership and S-Corp returns must be in our office no later than February 26, 2021 for March 15, 2021 deadline
- Extensions on Partnerships and S-Corp must be filed by March 15, 2021
- C-Corp returns must be in our office no later than April 15, 2021 for May 17, 2021 deadline
- All individual returns must be in our office no later than May 10, 2021 for May 17, 2021 deadline
- Extensions on C-Corp and individuals must be filed by May 17, 2021\*\*
- F-BAR return is due May 17, 2021; if an extension is needed for F-BAR the IRS now allows extensions up to 6 months

\*\* Please understand that extensions are for filing only, not extensions of time to pay.

**As with most accounting offices, a fee is charged for consultations, phone calls and emails. These take considerable amounts of time and research, depending on client needs. Our office is no different and bills in increments of 15 min for calls/emails to answer accounting and tax questions throughout the year. Our service fees are posted at the front desk.**

We are looking forward to working with each of you and catching up on your 2020 year! We thank you for your continued referrals as this speaks volumes about our office. We are expanding and accepting new clients. Please ask family and friends to use your name when calling the office so we know they are a referral. Thank you!

We wish you a prosperous and healthy 2021!

Warmly,

Pama Beatty, Enrolled Agent

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