

PHILIPPS and BROOKS CPAs P.C.

Certified Public Accountants

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December 17, 2018

We want to thank you for putting your trust in us for another tax season and we truly appreciate the confidence you have in our practice.

IMPORTANT DATES:

- **MARCH 22nd** – *LAST day to submit tax information for completion by due date of April 15th.*
- **APRIL 15th** – Individual Tax Return Due Date.

OFFICE HOURS:

February 4th through April 14th:

- Monday, Tuesday, Thursday and Friday - 9 am to 5 pm
- Wednesday - 9 am to 6 pm
- Saturday - 9 am to 2 pm

Our office will close at 3:00 pm on April 15, 2019 and will be CLOSED on April 16, 2019.

CLIENT CHECKLISTS and ORGANIZERS:

In January we will be emailing client checklists, – please watch your inbox for it.

If you would like a tax organizer, they are available by request only.

Submit your request by:

- Email- mary@philippsbrooks.com
- Telephone- call the office 716-652-9373
- Visit our website (www.philippsbrooks.com) and request one under the “Contact Us” tab

FEES AND PAYMENTS:

Fees are due upon completion of your tax return. You may pay by cash, check, credit or debit cards when you pick up your tax packet at our office. If you prefer your tax packet to be mailed out to you, you may call our office with credit card information for payment and we will mail it to you after we process your payment.

TAX INFORMATION SUBMISSION:

Please submit your information by:

- Scan and email to melissa@philippsbrooks.com or mary@philippsbrooks.com
- Drop off at our front desk during office hours or use our mail slot located on the employee entrance after hours.
- Mail information to us.

REMEMBER TO:

- Submit your information in an organized manner.
- REMOVE information from envelopes and use paperclips.
- DO NOT USE STAPLES.

APPOINTMENTS:

We recommend a tax appointment if your tax situation has changed ***significantly*** over the past year otherwise, we can usually handle all questions by telephone or email. Please call our office by January 15th to set up an appointment.

EXTENSIONS:

If you are unable to submit your 2018 tax information by **March 22, 2019**, we will electronically file federal and state extensions on your behalf, which grants you until October 15, 2019 to file your 2018 income tax returns. **Remember, any tax due with your return must be paid by April 15th. Therefore, any tax owed with your return should be estimated and paid with your extensions by April 15th.**

WEBSITE:

Our website has many useful links as well as PDF's of all correspondence we send out. Please check it out – www.philippsbrooks.com.

Our office will be CLOSED from Monday, December 24, 2018 reopening on January 2, 2019.

We look forward to working with you in the new year.

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