

PHILIPPS & BROOKS CPA'S

Important Information for Upcoming Tax Season

Due to COVID-19 and the health and safety of our clients and staff we are limiting access to our office.

Please submit your tax information to us in one of the following ways:

- Scan and email
- Use our mail slot located on the employee entrance.
- Mail information to us.

OR

Follow the **NEW PROCEDURE** for dropping off tax information or picking up your completed tax packet **during business hours** by parking in a designated spot and texting the office at 716-220-1298 or calling 716-652-9373 Option 1 and we will instruct you on what to do.

Our office hours:

February 1, 2021 to April 14, 2021

Monday-Tuesday-Thursday-Friday

9:00am to 5:00pm

Wednesday

9:00am to 6:00 pm

Saturday

9:00am to 2:00pm



We have installed a new telephone system.

When calling our office please listen to all options before making a selection.

We will be holding virtual meetings using MS Teams or telephone meetings for all tax appointments for the 2020 season.



Please contact the office at 716-652-9373 Option 1 to schedule.

- Within the next few weeks, we will be emailing client checklists to help you gather your tax information, please watch your inbox for them.
- If you prefer a tax organizer, they are available by request only please contact our office at 716-652-9373 option 1 or email us at melissa@philippsbrooks.com.

TEXT LINE- 716-220-1298

✓ Don't Miss the Deadline

Last day to submit information to us is **March 22nd** for completion by the April 15th deadline. If you cannot submit by March 22nd please contact our office so we can file an extension for you.

An extension gives you until October 15, 2021 to file your tax return.

Any taxes owed must be paid by April 15th or you will be charged penalties and interest.

Thank you – for putting your trust in our firm again this year.