

PHILIPPS & BROOKS CPA'S

Important Information for Upcoming Tax Season

This year we are introducing a secure client portal to share documents – Intuit Link.

If you are interested in using Intuit Link, please contact Melissa so an invitation can be sent to you.

Other options for submitting you information:

- Scan and email
 - Drop at our office during business hours.
 - Use our mail slot located on the employee entrance outside of business hours.
 - Mail information to us.
 - Text brief information to 716-220-1298
 - We continue to offer MS Teams virtual meetings with our tax professionals. Please contact Laura to schedule a meeting.
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- In the coming week we will be emailing our client checklists – please watch your in-box for them.
 - If you prefer a tax organizer, **they are available by request only**, please contact our office for one.

✓ Don't Miss the Deadline

Last day to submit information to us is **March 21st** for completion by the April 18th deadline. If you cannot submit by March 21st, please contact our office so we can file an extension for you.

An extension gives you until October 15, 2022 to file your tax return.

Any taxes owed must be paid by April 18th or you will be charged penalties and interest.

We welcome Theo Fadel, CPA, PFS and Laura Ingraham to our Firm.

Theo brings 10+ years individual, business and fiduciary tax and financial planning expertise.

Laura adds 20+ years accounting and administrative support experience.

Due to increased operational costs we find it necessary to increase our fees by 6%.

Our office hours:

February 1, 2022 to April 15, 2022

Monday-Tuesday-Thursday-Friday 9:00am to 5:00pm

Wednesday 9:00am to 6:00 pm

Saturday 9:00am to 2:00pm

(716) 652-9373 –Phone (716) 220-1298 -Text Line – philippsbrooks.com

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