



Smith & Harding  
Associates, LLC  
YOUR ACCOUNTING AND TAX PROFESSIONALS

December 11, 2020

To Our Valued Clients,

I'd like to start this off by saying that I hope you and your family are well. This year has proven to be a challenge, to put it mildly, on so many of us. With that being said, we are all hoping that 2021 becomes much better for everyone.

Because COVID-19 remains an active problem within our communities I have had to make the difficult decision that we will not be conducting in person tax appointments for this tax season. This was hard for me because I look forward to seeing every one of you each year but, frankly, I care too much about your health and ours to put any of us at any unnecessary risk of exposure.

**Do not worry, WE are still your trusted Tax Professionals and will continue to take care of all of your tax filing needs.** We will just need to do things a little different this year to help keep us all safe. There will be two options for getting your documents to us for your return to be completed:

- **Secure locked and monitored drop box at the front door of our office** – Some of you have already utilized this drop box when the pandemic first began last year, and it worked well. You simply put your tax documents together and leave them in this box any time it is convenient for you. During tax season the box is emptied several times a day. Once we have your documents your tax return is done in the order they are received. We will call you when it is complete and set a time for you to stop in to sign your return and finalize everything for e-filing. We are setting appointments for signatures in 15-minute increments to ensure that there are minimal people within the office at the same time. When coming into the office it is required that everyone wear a mask.
- **Electronic upload of your documents to our secure portal** – This is new to us and so exciting! This will allow full remote capability of return filing while still having the personal relationship we do with each of you. This is a way up uploading information to us. We still take that information to complete the tax returns individually. This portal not only allows for the upload of information but you can also direct message your preparer, electronically sign your return so we can e-file, pay for the tax preparation fee and also retain an electronic copy of your return once complete. We are thrilled to be able to offer this service to our valued clients who would like to utilize this option! Please make sure we have your preferred email address on file by sending Melissa ([Melissa@SmithandHarding.com](mailto:Melissa@SmithandHarding.com)) and

copying Cheryl ([Cheryl@SmithandHarding.com](mailto:Cheryl@SmithandHarding.com)) an email with your name(s) in the subject line. This will allow us to create your individual portal and send information to you directly when the time comes. The portal site is <https://SmithandHarding.securefilepro.com>.

With all of the changes with how we need to do things this coming year I have put together a checklist for you to use to help with the putting together of information we will need to complete your taxes. Please complete the checklist and include it with your documents you drop off or upload it to the portal with your tax documents. It is my hope that this tool helps you in putting together everything we will need, and it is included with this mailing.

Our annual newsletter will be posted to our website ([www.SmithandHarding.com](http://www.SmithandHarding.com)) around the first week of January so please check in for that. There will certainly be a lot of valuable information there on the changes to tax regulations for the 2020 tax year.

In conclusion I would like to say thank you for your understanding as we navigate these unprecedented times and know that we value your business greatly. Please know that our commitment to you remains, as it always has, and we will continue to take exceptional care of all of your tax filing needs.

All of us at Smith & Harding Associates wish you and your families a safe, happy and healthy holiday season!

Best Regards,

A handwritten signature in blue ink that reads "Melissa Smith, EA". The signature is written in a cursive style.

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