**DIAMOND INCOME TAX**

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January 4, 2021

Wow, what a whirlwind year we had in 2020. The Covid-19 virus forced many restriction on us, but we dealt with them and made it through the tax year.

*News from Shelly….*

As many of you already know, I have retired. After 40 years, I have sold my business to my work partner, Dwain Beck. Many of you have already worked with Dwain since he has been working with me the past 8 years. You will be very happy with the service that Dwain provides. Thank you for all of your patronage and good luck to you in the future.

*News from Dwain…*

I am looking forward to working with all of you again this tax season. I am keeping the business name, phone numbers, email and website the same. You will receive the same prompt professional service that you have always had from Diamond Income Tax.

Enclosed is a 2020 Tax Information Guide (blue sheet) to help you gather the information needed to prepare your tax return. Please call if you have any questions.

**Tax Season Hours will begin….Monday, January 18, 2021**

**Monday thru Friday from 9 am to 5 pm**

**Beginning on Monday, January 25th**

**Mon, Tues, Wed & Fri from 9 am to 7 pm, Thurs & Sat from 9 am to 5 pm**

OFFICE NEWS –

* **You must wear a mask to enter the office and we will wear one too.**
* Due to the fact that we are still dealing with Covid-19, we will be preparing tax returns using our DROP OFF SERVICE. Bring your return in as quickly as possible, you will be asked a series of questions, the preparer will call you to ask questions we have and answer your questions before completing the return. We had to use this method from March 2020 thru October 2020 and it worked well.
* Tax preparers this season will be Dwain Beck (preparing for over 38 years) and Tracy Friend (this will be her second year with us) You will see some new faces in our Clerical Staff, have patience with them as they learn all of our office procedures.

BUSINESS OWNERS –

* 1099’s are due to the subcontractors and the IRS by January 31, 2021. **We must have your information by January 18th to have them ready for you on time.**
* Reminder…if your business is a partnership or corporation…then your business tax return is due by March 15th. If you need an extension, you must call us and ask for one by March 12th.

We will be seeing you soon,

Dwain J. Beck