



**LEV AND BUNZEY, LLC**  
ACCOUNTING AND TAX SERVICES

ANITA M. BUNZEY, CPA  
PRINCIPAL

January 11, 2021

Dear Clients:

Due to the coronavirus pandemic (COVID-19) and the enactment of legislation to offset the economic burden brought by COVID-19, as well as a legislation passed at the end of 2020, there is a lot to consider when preparing your income tax returns. We are ready for another tax season and are available to answer any questions you may have. Considering these changes and for proper preparation of your individual income tax return, we will be asking you for the same documentation as last year plus additional information.

Lev and Bunzey, LLC is set up to assist you remotely or socially distanced in our conference room. We also have a secure drop box in front of our building, located in the circle. We would like to remind you of our new location at 8 Airport Park Blvd in Latham, New York 12110, just (3) three miles down the road from our old address.

Please note a few items which will save us some telephone calls and hopefully some time in preparation of the tax returns:

1. Did you receive a recovery rebate (stimulus check)? If so, amount received \_\_\_\_\_.
2. Did you receive unemployment insurance? If so, include form 1099-G.
3. Did your bank account change from last year?
4. Did you get a new or updated driver's license this year? If yes, please provide a copy of the front and back of your new license.
5. If your dependent filed an income tax return, please include a copy with your documents.
6. If you had health insurance through the NYS marketplace, please provide us with Form 1095-A.
7. List date and amount of property and school taxes paid in 2020.
8. List date and amount of estimated tax payments paid to IRS and NYS for 2020.
9. Please make notes about any major changes to your income and deductions. Include all original tax documents you receive.
10. Provide charitable contributions paid in 2020, even if you are not able to itemize.
11. If you have a dependent who you have paid higher education expenses for in 2020, provide us with a printout of the student account showing 2020's tuition paid, room and board payments paid along with the corresponding charges from your student's college, or other accredited post-secondary educational institution's account. Also, include 2020 IRS form 1098-T you received.
12. Principal Residence Only- Did you purchase your home with a mortgage which incurred before 12/15/17? \_\_\_\_\_. If yes, was the principal mortgage (debt) less than 1 million dollars? \_\_\_\_\_. If no, was the principal (acquisition debt) less than \$750,000? \_\_\_\_\_.
13. Do you have a home equity loan or line of credit on your principal residence? \_\_\_\_\_. Was the money taken out used to buy, build, or substantially improve your main home? \_\_\_\_\_. What was the original amount of the loan or line of credit taken out? \_\_\_\_\_. Amount taken out not used to buy, build, or improve your main home? \_\_\_\_\_.

The “Consolidated Appropriations Act, 2021” was signed into law on 12/27/20. This act included tax provisions effecting individuals and businesses. We have summarized some of the major changes on our website. If you have any questions or need assistance, please contact our office.

Tax returns are prepared in the order they are received. To ensure that your return is prepared on time, please have your completed information to us no later than March 25<sup>th</sup>. Otherwise, we may not be able to meet the April 15<sup>th</sup> deadline and extension requests may need to be filed.

You may mail or drop off your information anytime during our regular office hours, 8:30 am through 5:30 pm Monday through Thursday and 8:30 am to 5:00 pm on Friday. As in the past, all invoices are due and payable upon completion of the return.

The attached Consumer Bill of Rights is required to be sent to you. If you do not understand any part of this bill, please call us with questions.

As always, we deeply appreciate our client relationships and will continue to strive to make them even better. If you need help with your accounting software or need assistance in gathering your information together, please email or give us a call. We look forward to hearing from you.

*Lev and Bunzey, LLC*

*Anita, Robin, Laddie, Jennifer, Brendan, Susan, Pete, and Jennie*