



**“SEE ENGLISH” ACCOUNTING & TAX SERVICE, INC.**

1328 EAST 75TH STREET  
CHICAGO, ILLINOIS 60619  
PHONE: (773) 324-3939

December 2021

Dear Client:

This is a courteous reminder about the upcoming 2021 tax season to begin delivering documents and scheduling appointments. We are committed to timely and professional tax preparation service that meets your needs. We are also equally committed to the health and safety of not only our cherished clients but also our dedicated staff; and will continue to implement the proper steps to protect against the COVID-19 virus. **Here is what you need to know about this tax season (please read in entirety):**

The Tax filing deadline without extension is April 15<sup>th</sup>, 2022. We advise our clients to begin delivering tax documents as soon as they are acquired via the methods listed below. Due to the current pandemic climate, appointments are limited and based on first come first serve priority. We also offer virtual meetings; these meetings will require clients to have camera and audio turned on. We recommend clients to arrive 10 minutes before their scheduled appointment. We allow a 15-minute grace period; after the grace period, your appointment will be rescheduled to the next available time. Please call the office at (773) 324-3939 to schedule an appointment or book online at [www.theharriswardgroup.com](http://www.theharriswardgroup.com). **We cannot give you a date by which we guarantee getting your taxes done by April 15th.** We will do everything possible to turn around your tax filing in two to three weeks. But if we have staff who have COVID-19 or who must quarantine because of COVID-19 exposure, our turnaround time will be longer than normal. If your information is received and we have not been able to process your return by April 15th, we will file you an extension.

#### Document Drop Off Methods:

We know the tax season can be busy and by delivering documents in advance, we can expedite the time spent at your appointment, as well as practice COVID-19 safety procedures. Feel free to deliver you documents by:

1. Mail/Office Drop-Off - **1328 E. 75th St Chicago, IL 60619**

Reception hours are Mondays through Sunday between 9 A.M. and 5 P.M, unless by appointment beginning February 1<sup>st</sup>, 2022. There is a mail slot available for use during off hours. Please place documents in secure envelope with first and last name, and contact information clearly printed on parcel.

2. Fax - See English Office **(708) 274-2389** or to The Harris-Ward Group **(312) 829-4498**. Also be sure to add clearly printed contact information with documents.

3. Email - The Harris-Ward Group at **documents@harriswardgroup.com**. Subject line must have client first and last name. In message, please leave best ways of reaching you for any follow up questions. Ensure to take steps for cyber security (i.e., Password protection, etc.).

4. Secure Upload to Client Portal - Go to **www.theharriswardgroup.com**, click **Client Portal** in upper right-hand corner, and click upload documents in **Guest Exchange**.

#### Payment Methods:

We accept all major credit cards, Zelle, and personal checks made payable to The Harris-Ward Group. We now offer Pay By Refund, for an additional fee. In accordance with industry standard, all credit card payments will have a 3% processing fee. All invoices due at receipt.

#### Other Notes:

For your convenience, all client tax returns will be available through our secure client portal. This portal will allow you to log in to our website to gain access to tax returns and other confidential documents at any time. Information regarding how to access our secure client portal will be provided when your tax return is complete. As in prior years, you will also receive a paper copy of your tax return.

We look forward to providing stellar service in 2022. If you have any questions about the upcoming tax season, please call the office or email us at **info@harriswardgroup.com**.

Sincerely,

*Crystal Ward*

Crystal Ward  
Co-Founder

*Talisa R. English-Harris*

Talisa English-Harris  
Co-Founder



The Harris-Ward Group