



The Harris Ward Group

Accounting & Tax Firm

"Home of See English Accounting"

TAX SEASON 2023 LETTER

To our cherished clients,

It's that time of year again to begin preparing for the filing of 2022 taxes! This letter is a reminder to begin scheduling your appointments before the rush. Schedule an appointment now by calling the office at **(773) 324-3939** or online at **www.TheHarrisWardGroup.com**.

If you have not yet heard the news, we have moved! Appointments and drop-offs will now be held at the new location in the Beverly neighborhood. For our clients with mobility issues, please call to schedule pick-up and drop-off options prior to the deadline ensuring timely filing.

As a general reminder, our internal deadline for appointments and drop-offs for individual returns is April 12th to ensure a timely filing. Appointments and drop offs on or after the 12th of April may require an extension. Additionally, extensions will be made only upon request. **Note to our S-corporations and partnerships**, the deadline for filing is March 15th; and W-2's and 1099's **must** be issued by January 31st.

We encourage everyone to utilize our secure portal system for document drop-off. It is a great way to save on time, postage, and gas! Also, don't forget to fill out and include the Tax Interview Guide in your documents. The guide is essential for ensuring the most accurate filing and is a required step in the completion of your return. Please read carefully the drop-off methods:

- **Mail/In-Person:** 10340 S. Western Ave Suite 2E, Chicago, IL 60643
 - We are open Mon-Sat 9am to 5pm with a lunch break between 2pm and 3pm (Tax Season Schedule: January through April)
- **Fax:** (312) 829-4498
 - Please include cover sheet with taxpayer's name and best contact
- **Email:** documents@harriswardgroup.com
- **Portal Upload:** <https://theharriswardgroup.securefilepro.com/portal/#/login>
 - Follow the instructions for the Guest Exchange; you do not need to make a login

Lastly, we would like to reiterate that all inquires should be directed to Talisa, Crystal, and their staff. Due to Mr. English's health, we want to allow him to focus on his recovery. We thank you for your continued care and support.