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January 11, 2021

Tax season is here! IRS e-filing is expected to begin on January 27, 2021, so it is time to get ready.

We will only be mailing full printed organizers to clients that request them.

We will still need your:

1. tax documents,
2. completed yes/no questionnaire,
3. and a signed engagement letter.

We have enclosed the questionnaire and engagement letter in this mailing. *Please do not send us the engagement letter without your other documents.*

The building lobby and front desk remain closed due to COVID-19 concerns. You can leave enclosed documents for us in the drop box just inside the front door during business hours (which is attended), fax or mail or email documents to us, call ahead to schedule a hand-off at the building's rear entrance, or securely upload documents into your client portal on our website.

If you did not use our website portal last year, and wish to now use it, you will need to contact us (email or text preferred) to request that we set up a portal for you. Provide us the best email address to use for you. You will then receive an email from our website with an invitation link to your portal.

If you used our website portal last year, then you select the Client Portal tab on our website and enter your email and password to get access. You can reset the password there if you forgot it.

For your convenience you can now reach us via text message (sorry no pictures) at our main number.

Thank you and Happy New Year!

Sincerely,

Keith Kenward

Keith Kenward CPA

keith@keithkenwardcpa.com

586.473.0100