



January 4, 2021

Subject: Tax Return appointment for 2020 Federal and State Tax Filings

Dear:

There are several changes this year to the tax code. If you are a non-itemizer and gave up to \$300 in charitable donations bring that information along to your appointment. Also verify the amount you received from any earlier stimulus payments from the US Treasury. Be sure to bring 2020 tuition information (1098-T) if you have children in college. We will have a special drop off and pickup time slot (8 am to 11 am) on Saturdays this year.

Our website has our COVID-19 procedures (print out direct deposit information and fill in prior to appt), a list of what to bring to the tax appointment and introduces you to what we can do as professionals. It also includes a tax engagement letter that we want each client to read. If for some reason you cannot agree with what is written in the tax engagement letter, please contact us and we will clarify further.

As far as contact Covid-19 procedures we will meet each person at our front door. Please knock first and we will come and pick-up your information. All conversations will be brief, as we are state mandated to wear masks and recommend all our clients coming to the door to do the same, as possible. If you are experiencing any symptoms on the day of your appointment, please notify us and stay home. We have many clients over the age of 60 so we are being extra careful this year. For those in this age range, you could have a family member drop off your information if you like; just let us know who will be coming via email or a phone call.

We would like for you to come on JAN FEB MCH APR _____ at _____ to drop off and go over your information or you can come when ready_____. Please call ahead if icy or snowing more than two inches.

We are located above the Dominos pizza along route 259 (Timber Way). Find us in # 113 around the back with plenty of parking. For those coming from I-81 take exit 257 and travel west on Rt 259 about five miles. Turn right after seeing the Horizon logo by the road.

We look forward to seeing you soon. Call or email if you have questions.

Sincerely,

HORIZON ACCOUNTANTS