



January 3, 2022

Subject: Tax Return appointment for 2021 Federal and State Tax Filings

Dear:

For families receiving the advanced child credit in 2021 please bring amounts received per child. Also verify the amount you received from the Spring 2021 stimulus payment. Be sure to bring 2021 tuition information (1098-T) if you have children in college. We will go over any tax law changes with you once a new bill is signed if there is one yet. No Saturday hours unless emergency. We will not be scheduling appointments on January 17 and February 21 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 Covid-19 procedures we will meet each client at a table inside. Please knock first as we allow only one group at a time. All conversations will be limited. We will wear masks again and recommend all our clients to do the same. 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. 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