

CPA**STEVEN C. RESUTA • Certified Public Accountant***Full Service Accounting & Tax • "Save Taxes ~ Increase Profits!"*

Your Preferred Client Tax Prep Instructions

*Target Tax Info "drop off" date listed below*Dear 2020 Tax Return Information Drop+Mailing instructions:

Thank you for your loyalty. It is a pleasure to serve you. To **keep everyone safe** this Tax Season, we will be going **contactless!** You may use my **"Safe Drop Box"** or **slide tax papers under my office door** in the lobby. We can go over any tax questions by phone, text or email. Generally there is a 3-4 week turn - around time once you submit **all** tax information. In order to ensure that your Tax Return is completed by April 15th, **all Tax information must be submitted by March 25, 2020.**

Steps to be done:

- Gather your tax information.
- Additional fees will only apply if your tax situation has changed - for example if you started a new business or have added rentals.
- Place tax info in folder or envelope with your name marked.
- **My safe drop box is available during Daylight Hours and my Lobby is usually open 8AM to 5PM to slide tax envelopes under my office door. I will text, email or call you to let you know I have your tax information.**
- You may also use Priority Mail to send me your tax documents (my address is below).
- If you're interested in E-filing or my e-News letter and tax tips, please check the box below:
 - Yes, I'm interested in e-filing information. Please contact me.
 - Yes, send e-News letters and tax tips. My email is:

Payment Information:

We accept Mastercard, Visa, Discover, Cash, Personal Checks and Money Orders. You can fill out your credit card information below:

Card Account #: _____ Expiration Date: _____ Code _____

Signature: _____ Amount: \$ _____ Date: _____

SECURITY CODE FROM BACK OF CARD (3 OR 4 DIGITS ON THE RIGHT): _____

Enclosed is our **Year End letter** and **Tax Information Checklist**. Please contact me with questions.

Thank you and we look forward to serving you again.

Cordially, Steven C. Resuta, CPA