



513-508-0066

[cincytaxprofessional@gmail.com](mailto:cincytaxprofessional@gmail.com)

January 1, 2022

Dear Tax Client,

Tax season is upon us. Last year we learned that the newly revised, simplified tax code was anything but simple. This year will probably be just as complicated as last year. So now is the time to begin your tax preparation. This letter, along with our tax questionnaire, will guide you through the process to make getting your taxes filed as painless as possible. With COVID still in full force, we will be taking more virtual appointments, and accepting documents online.

Please submit your information as early as possible. The tax questionnaire can be used to remind you of the information needed and to allow you time to organize. Be sure to note any changes over the prior year to your address, marital status, number of dependents, job changes, etc.

## **DEADLINE**

The tax filing deadline this year, without extension, is April 15, 2022. We recommend that you compile your information and once all documents have been received, submit it to us as soon as possible. We process returns on a "first-come, first-served" basis. **In order to have your return completed before April 15th, please submit your tax information to us**



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**no later than March 21, 2021.** If your information is received after March 21st, your return may be extended and filed after April 15th.

**\*\* For my Corporate/Partnership business returns the deadline is March 15th, please get all documents in by February 18th.** If your information is received after February 18th, your return may be extended and filed after March 15th.

## **APPOINTMENTS**

If you have any detailed questions or would like to meet with us to discuss any new or unusual circumstances, please call the office to set up an appointment or use our booking link

**<https://Cincytaxnotarypros.as.me/>**

Again, due to COVID we will offer virtual appointments, and in person appointments.

During tax season, our normal hours will be Monday- Friday 10am-6pm.

**If you do not need to meet with us, you may submit your documents directly to our office without an appointment. Do this when you have all your receipts, W2s, and other forms gathered together.** Information may be mailed to our office, personally dropped off, or e-mailed to my Personal Assistant, Latrisa Russell at [cincytaxprofessional@gmail.com](mailto:cincytaxprofessional@gmail.com). If you choose to e-mail your information, please note your name in the



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subject line and take steps to ensure cybersecurity (i.e., password protecting documents, etc.).

### **Continued for 2021**

We will email your return to you to keep contact down. However if you would rather receive a paper copy of your tax return just let us know, and we will get it to you.

If you lose your copy, additional copies are \$25.00 paper or digital.

If you have any questions, please let us know. **A satisfied client is our most valuable asset.** Your recommendation to an associate, friend or family member is more significant than any advertisement. We will continue our referral program for 2022.

We sincerely appreciate your patronage and as always, we strive to provide you with professional and efficient service. We look forward to serving you in 2022. If you have any questions regarding this letter or our services, please do not hesitate to contact us.

Sincerely,

Sonja Taylor  
Tax Professional  
Cincy Tax Professionals