

December 2020,

This year has been a difficult year for many of us. In April we lost Earl Salter. We continue to miss his advice, humor, and wisdom and many of you who knew him do as well. The stories that have been shared are a reminder of how much help and humor he brought to people's lives.

Due to Covid19 our office has been closed for "in person meetings" since March. Appointments will remain virtual until Los Angeles County is back to normal and our office personnel are vaccinated. Many of our clients have already experienced the convenience of a phone or video appointment and have expressed the wish to continue with remote appointments in the future. For those new to phone or video appointments, we ask you to mail, drop off at our downstairs mail slot in the carport, or use our new secure document storage system "SmartVault" a week before your appointment. Call us and our staff will invite you to SmartVault through email and walk you through your first use online. This will allow us more time to review your return with you. We need your W-2's, 1099's INT, 1099's DIV, 1099's R, 1098 Mort, 1098-T, 1095 A, and 1095 B. You may also include your organizer, business schedule, or rental schedules. Your return may be signed electronically with docusign. For clients who prefer an in person meeting, you can request an extension. We believe we will be open for in person meetings by late summer. If you file an extension and owe tax, you will need to **pay the tax by April 15<sup>th</sup>** or you will be assessed late payment penalties.

2020 brought us many changes via the CARES Act, Stimulus checks, unemployment increases, PPP Loans, SBA Loans, EIDL Grants, and Self Employed Unemployment. Congress is still making changes that will affect these programs that may affect your 2020 tax return. There is an opportunity for those who did not receive a Stimulus check in 2020 to receive one by filing a tax return, even if they normally do not file. California now requires everyone to have medical insurance beginning 2020 or face penalties.

We will prepare both your federal and state individual or other entity income tax returns for tax year 2020 from information you provide. You will assume responsibility for the accuracy of all data and the maintenance of said records. We ask the taxpayer to carefully review both federal and state tax returns before acknowledging their accuracy with a signature on the tax return or e-file form. Your tax returns will be prepared with extreme care. However, should you receive any correspondence from either the IRS or Franchise Tax Board in regard to these returns, contact this office immediately. We are available to assist you in settling such matters and are available for representation at your request. Additional charges will apply for these services.

Invoices are provided upon receipt of the returns, and payment is due at that time. We will **Efile** your return once payment is **received**. For your convenience we accept most major credit cards, debit cards and of course cash or check. You can choose to have it mailed directly to you for no additional charge. If you choose to have the return delivered overnight, the charge will be \$40.00. Additional copies of your tax return are \$25.00 for each copy. For those of you with SmartVault, you will have access to your returns at any time at no charge.

In addition to Income Tax Service, Norwalk Business Service offers **BOOKKEEPING SERVICES**. We also prepare Estate, Trust, Fiduciary and Corporation tax returns and provide tax consultation and tax planning. Please call early to schedule your tax appointment. We are enclosing of our business cards for any of your friends or relatives, should they be in need of our services. Thank you for the privilege of allowing us to provide you with year-round tax service. We will continue to send out a "periodic tax newsletter" by email to our clients. Please update your email when you come in.