Paice Tax and Accounting, Inc.

120 South State Street, Suite D · Clearfield, UT 84015
Phone (801) 774-0498 · Fax (801) 774-6249 · www.paicetax.com

January 11, 2022

Dear Friend,

The staff of Paice Tax and Accounting would like to extend to you our wish for a happy and prosperous new year. We hope that you had an enjoyable Christmas. Along with the new year comes the preparation of your 2021 income tax returns. We would like to review a few items concerning the upcoming tax filing season.

Filing Timeline: As you all know, due to the COVID-19 outbreak the individual tax filing deadline was extended the past two years. Currently there is no indication from the IRS that they plan to extend any tax filing deadlines for 2021 tax returns. We intend to operate assuming the normal deadlines of March 15th for S Corps and Partnerships, and April 15th for Individual Form 1040s, C Corporations and Trusts/Estate returns. If something changes, we will keep you informed. The IRS has announced that they will begin accepting electronically filed tax returns on January 31, 2022.

Appointments / Scheduling and COVID-19 Precautions: We are continuing to take some common sense COVID precautions this year. We will not be requiring masks in our office, but welcome anyone who wishes to wear one, and we will have masks available. We ask you to maintain 6-foot social distancing when possible. We will be staggering appointment times to limit the number of people in our office at any given time. We will be periodically wiping down desks with disinfectant. We have hand sanitizer available and we have installed plexiglass shields on each preparer's desk. We have purchased pens for you to keep. All employees will have their temperature taken each morning when reporting to work and will be sent home if displaying a fever or any other COVID-19 symptoms. ***We also ask all clients to avoid coming into our office if you are displaying any COVID symptoms.***

In order to limit the amount of people in our office we need to restrict those coming to the appointment to those who must be there to either sign the tax returns, or provide information or assistance. ***Please do not bring children or others who do not need to be at your appointment.***

This year we have had some changes in personnel. Two of our preparers, Lynn Baldwin and Shauna Spencer, are no longer working with us. We have hired two new preparers to assist you with your tax preparation needs. We welcome Jordan Petersen and Julie Miller. Even with these new employees we are still a bit understaffed as compared to prior years. As in years past, we have tried to pre-schedule your appointment close to the date and time that you came in the prior years. Unfortunately, due to the staffing changes, and preparer's schedules, we know that some of you will have changes to your appointment time. We ask for your patience and understanding this year as we make this transition. **A yellow card is enclosed that lists your appointment date / time/ and preparer**. ***If you cannot come at the pre-scheduled date and time, please call our office as soon as possible to reschedule a time that is convenient for you. Our phone number is (801) 774-0498***.

We realize that due to the Coronavirus some people are not comfortable being out in public. We do have a couple of options if you would rather not come into our office. The first, and preferred option, is that you keep your pre-scheduled appointment time and drive to our office. When you get here, at your scheduled time call our office at (801) 774-0498. One of our staff will come out to your car to gather your tax documents. Your preparer will complete your tax returns while you wait in your car. If the preparer has questions, they can either call you on a cell phone, or come out to your car. When finished, the preparer will bring out the signature documents for you to sign and collect payment. All employees coming in contact with you at your car will be wearing a mask at all times. While we know this is not ideal, most returns are completed within an hour. This is more convenient as you will be here to answer any questions, sign the returns, and pay the preparation fee without having to come back for a follow-up visit. This will allow us to e-file the returns that day without delay.

The second option is for you to can drop-off your tax documents. You can either drop-off your information in the locked drop-box attached to the front of our building, bring the documents inside and leave them with our receptionist, upload electronic copies of your documents to our online client portal, or mail your information to us via U.S. Mail. We will work drop-off returns as quickly as possible on a first-come, first-served basis. This is a little less convenient and takes more time as we have to try to call you to review the returns. We then must arrange a way to get the returns signed, and to get your payment. We cannot e-file any returns until the documents are signed and paid for. ***If you would prefer to drop off your information, please call us as quickly as possible to cancel your pre-scheduled appointment to free up our schedules***

(continued on back)

Website: We invite you to check out the features of our website. From our website you can access our client portal to send or receive documents, download electronic copies of your tax returns, make payments, or access many fact sheets and newsletters on a variety of different tax topics by clicking on the tab labeled "*Tax Resources.*"

Data Security and Client Portal: ***In an effort to safeguard personal client data we have implemented a "no click" policy. We can no longer send or receive documents via email attachment.*** Phishing emails are emails that look legitimate containing attachments. Clicking on one of these attachments could allow a virus or ransomware to be introduced into our computer network. Since it is impossible to tell which emails are phishing scams and which are legitimate, we can no longer open any email attachments.

All electronic documents sent to or received from our office must be sent through our secure client portal. To access the client portal, go to our website and click on the tab labeled "Client Portal." You will need to enter your social security number, (for those who file married filing joint, you will enter the social security number of the person listed first on the tax return.) The first time you use the portal you will need to set up a password. Click on the link that says, "Need a Password or Forgot Password." If we have your cell phone number or email address in our system, (again for those who file married filing joint, this will be the cell number or email of the person listed first on the tax return), the system will send you a temporary password to log in. Once logged in you will be prompted to change your password. If you encounter problems, or if we do not have a cell number or email address in our system for you, call our office and we can manually reset the password.

Preparing for Your Appointment: Please carefully review the enclosed ***2021 Tax Return Checklist*** and use it to prepare for your appointment. **It is extremely important that you come prepared, with all required documents needed to prepare your tax returns**. Last year we gave you a large black reusable ***Taxfolio*** to use in gathering your tax documents. We encourage you to utilize this resource to avoid misplacing important tax papers. Feel free to bring the ***Taxfolio*** with you to your appointment and we will sort through it to find all necessary documents. If after reviewing the checklist, you are missing some of the documents, please call our office and reschedule your appointment when you can come with all required documentation. Our preparers' schedules are very busy during tax season. If we are unable to complete your tax return because you are missing required documents, we will be forced to reschedule an additional appointment to finish the returns. If you need additional help preparing, there are several more detailed organizers available on our website.

Children required to file: It is our experience that tax returns filled out for dependent children often include errors. While these appear to be very simple returns on the surface, if they are prepared incorrectly, they could potentially cost you thousands in deductions and credits on your return. These errors could also delay the processing of your return and require your child to file amended returns to correct their filing errors. Our advice: ***Do not allow your dependent children to prepare or file their own tax return, especially college students, and do not prepare them yourself.*** For any dependent child claimed on your tax return, we charge a minimal fee of $30 to prepare their federal and one state returns. This is very small compared to what an incorrect filed return could potentially cost you in tax or preparation fees to correct errors after the fact.

Pricing: We work hard to operate our office as efficiently as possible to be able to keep our prices at a reasonable amount. But our business, just like all other businesses, is experiencing dramatic increases in our overhead and operating costs. As a result, we have been forced to increasing our tax preparation fees by approximately 15% over our prior year's fees.

Payment Policy: We require payment for services at the time your tax return is prepared. We accept cash, checks, Visa, MasterCard, Discover, or American Express as payment. Bounced checks may be referred to an outside agency for collection and may be subject to additional collection fees. We will not electronically file or release the tax returns to you for mailing until the preparation fees are paid. If you do not have the money available to pay the fee at the time the returns are prepared, we do have options to withhold our fee from your federal tax refund. There is an additional charge for this service. ***We do not accept post-dated checks.***

Referrals: As always, our best advertisement is our satisfied clients. If you are pleased with our services, we hope that you will recommend us to a friend, relative, or co-worker. To show our appreciation we will send you a $25.00 gift card for each new client you refer (excludes clients' dependent children). A referral coupon should be submitted for each one. There is a sheet of referral coupons included with this mailer.

Two IRS Letters to Watch For: In January you should be getting ***IRS Letter 6475*** detailing how much you received in the third Stimulus Payment last spring. Also, for those with children, you will be receiving ***IRS Letter 6419*** detailing how much you and your spouse received in "advanced child tax credit" payments between July and December 2021. We must have both of these letters to prepare your tax return.

Thank you again for choosing Paice Tax and Accounting for your tax preparation needs.

Sincerely,

David W. Paice, EA
CEO, President