

January 2021

To all of our valued CFG clients:

We hope that everyone has managed to stay healthy, safe, and prosperous despite the disruptions caused by the global pandemic. This past tax season provided unprecedented challenges for everyone. We expect this tax season will provide its own set of challenges, as we continue to live in a virtual environment.

In response to these challenges, we are excited to introduce *SafeSend Returns* as our electronic delivery method of tax returns. *SafeSend Returns* allows us to automate the delivery, review, and signature of your federal and state income tax returns from the convenience of your computer, smartphone, or tablet. It is user-friendly, highly secure and an easier way for you to manage your tax return. More information regarding *SafeSend Returns* can be found on the Client Forms page of our website www.corradofg.com/client-forms.

Just prior to delivering your tax returns via *SafeSend Returns*, we will send you an email with detailed instructions for the process.

Beginning this year, you also will be able to pay your invoice via credit card or e-check directly through *SafeSend Returns* (or through the “Make Payment” link on our website www.corradofg.com). We will be notified automatically when you upload your signed forms and/or make a payment using *SafeSend Returns*, or when you make a payment through our website. Payment of the tax preparation fee is required prior to e-filing your returns.

This year’s federal individual tax filing deadline, along with most states, is currently **Thursday, April 15, 2021**. Your tax returns will be prepared for e-filing automatically, at no additional fee. In order to facilitate this process, the majority of client returns will be delivered electronically using *SafeSend Returns*. All forms that require your signature will be included, and *SafeSend Returns* will walk you through the process of electronically signing and submitting the forms to us. Once we receive your signed forms and payment for the tax preparation fee, we will e-file your tax returns. (We will continue to send forms via U.S. Mail for clients who are unable to utilize electronic delivery.)

Other items to note regarding tax return e-filing:

1. If there is a balance of tax due with any of your returns, we request that you provide us with banking information before your tax return is delivered via *SafeSend Returns* so that we may arrange to have the funds withdrawn from your account on April 15th. Please note that this debit will **not** occur before April 15th **even if we e-file your returns prior to that date**. Your banking information may also be used for direct deposit of any refunds due to you.
2. If you prefer to pay your tax balance due or receive your refund by check, we request that you please let us know prior to delivery of your return via *SafeSend Returns*, so that vouchers for payment may be included and we can remove any old banking information, if applicable.



3. When we have received both your signed forms and your payment for the tax preparation fee, we will e-file your returns. Unless you hear otherwise from us, you should consider your e-filing complete.
4. The copy of your tax returns that you receive through *SafeSend Returns* is your final copy. Electronic copies can be accessed through *SafeSend Returns* for the next two years. Within *SafeSend Returns* you have the option to download, save, and print a copy of your tax returns. We will send a paper copy of your tax returns **upon request only**.
5. We will retain copies of e-filing acceptance notices from the various tax authorities. We will send you copies of these e-filing acceptance notices **upon request only**.

REMINDERS

With ever-changing tax legislation and the need for sophisticated tax and financial planning always increasing, it is important to coordinate your tax, investment, insurance and other planning needs with us. We encourage you to call our office at any time throughout the year should you desire a meeting to review your overall financial health and to discuss ideas, strategies, and financial goals with which we can assist you. CFG provides comprehensive and integrated financial services.

Please submit copies of your tax documents as soon as possible so that we may begin preparing your returns. Please do not wait to send your documents if you are missing only 1 or 2 items. These can be sent to us when you receive them. Given the constraints of the ongoing pandemic, in-person client meetings will be very limited. We encourage you to submit your tax documents electronically using SafeSend Exchange or your CFG client portal. Please **do not** send electronic documents as regular email attachments. If you send hard copies, use a traceable method such as Priority/Express Mail, UPS, or FedEx. Please **do not** send us your original tax documents. If you think that a follow-up call will be necessary, please let us know. We will contact you to schedule the call after we receive your documents.

We will continue to use CFG client portals to coordinate the flow of source tax documents during tax season. They may also be used to exchange other sensitive documents (such as wills, trusts, life and/or disability insurance policies, etc.) with us throughout the year. If you already have a client portal, you may access it 24/7 through our website (www.corradofg.com) by clicking the 3 horizontal lines at upper righthand corner of the screen and selecting "Login." If you do not yet have a CFG client portal, and would like us to create one for you, please contact Kim Floyd to request one (kfloyd@corradofg.com). For clients who choose not to have a portal, we will continue utilizing SafeSend Exchange to securely exchange sensitive documents via email.

Enclosed please find the following documents:

1. **2020 Individual Tax Return Compliance Engagement Letter** – The 2020 engagement letter has been updated. Please read, sign, and return this letter to us with your tax documents.
2. **Items of Note for 2020 Tax Returns** – This summarizes some pertinent information for the current tax filing year.
3. **2020 Income Tax Organizer** – This form is designed to assist you in compiling your personal income tax information.
4. **Financial Planning Services** – Please review our comprehensive list of CFG services available to you on an as needed basis.

We remain committed to providing our clients with professional advice and services of the highest caliber. We hope that you have enjoyed working with our staff and are pleased with our services. Please consider recommending us to a friend or colleague. If you have any questions, please feel free to give us a call.

Very truly yours,

CORRADO CPA, LLP

