

# Gargans Tax Services LLC

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Dear Valued Client,

Happy New Year! We trust that you had a great holiday season and were able to spend some time with your loved ones. I am sure that you are like me hoping that this new year sees less of the pandemic.

Beginning February 1<sup>st</sup>, 2021 we will be accepting in office tax appointments at my office will be in Pauls' Office Park, 2006 Lafayette Blvd, Suite 203, separate entrance around the back of the building, fully lit with an elevator to get to the second floor. Pauls' Bakery is in the front of the building so you can grab a donut on the way to get your taxes done! 😊

We are gearing up for tax season and looking forward to assisting you once again this year. Our software is in place and included with this letter are the Updates for tax year 2020 and the Fee sheet.

Due to insurance requirements, we will be sending you just a two-page engagement letter for you to sign before tax preparation can begin. In addition, signed Efile forms need to be in our possession before we can file your returns electronically. We thank you in advance for your cooperation regarding these two requirements.

Please feel free to call our office if you have any questions. We are here to serve you in any way that we can and look forward to working with you again this year.

The IRS will begin accepting electronic filed returns starting Feb. 12th, 2020. We will be accepting appointments starting Monday February 1st, 2021.

We also want to provide additional protection for your Identity. Please review the **Tax Updates page**, as I explained how I will be assigning the password to tax docs that I scan and email to you. Please write your password down for future use. If you want to assign a password to your tax docs to me then use the same password outlined. Identity threats are real, but we can take steps to protect our information.

Best Regards,

Doug Gargan