

Paul S. Marciano, CPA, LLC.

Accounting and Tax Services

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paulmarcianocpa.com

January, 2022

TO ALL EXISTING AND NEW CLIENTS:

The 2021 Holiday Season has passed and it is time to start thinking about having your 2021 Federal and state tax returns prepared. Despite the progress that has been made in vaccinating individuals, the Covid-19 Pandemic remains and continues to impact our lives and the manner in which we conduct business. In order to conduct our business in a manner that puts the safety of our staff and clients first, **we will be conducting our business in the same manner at last year as outlined below.**

1. Prior to February 1, 2022 our office will mail you the following information: (i) our 2021 Client Engagement Letter, (ii) a customized client specific 2021 Tax Organizer, and (iii) a return envelope.
2. Upon receipt, **(i) initial, sign and date the Engagement Letter, (ii) enter all the necessary information on the Tax Organizer and initial each page of the Tax Organizer, (iii) download from our website (pmarcianocpa.com) or request from our office any required Tax Organizer Supplements, then complete and sign all applicable Tax Organizer Supplements, and (iv) gather up all of your necessary tax related source documentation** (e.g., W-2's, Form 1099's, applicable health insurance coverage forms, documentation of expenses, etc.).
3. **Please return the Engagement Letter, Tax Organizer, applicable Tax Organizer Supplements and your source documentation to our office in one of the following four (4) methods:**
 - (i) **Place the material in the envelope provided** and slide it in the mail slot in our office door at 100 Cummings Center, Suite 207-F, Beverly, MA 01915 (the same office as last year); **OR**
 - (ii) **Mail the material to us** addressed to Paul Marciano, CPA, 100 Cummings Center, Suite 207-F, Beverly, MA 01915; **OR**
 - (iii) **Fax the material to us** at 978-998-4940; **OR**

- (iv) Email the material to us at paul@paulmarcianocpa.com. *If emailing, please do not email any documents showing your social security number unless your social security number is whited out or thoroughly crossed-out.*
4. Upon our receipt of your signed Engagement Letter, completed Tax Organizer, completed Tax Organizer Supplements, and supporting documentation, we will commence working on your return. If we have questions or required additional information or documentation, we will contact you either by email or phone.
5. Once we have completed your return, we will forward the return to you, along with instructions and the necessary forms we will need you to sign prior to our electronically filing your returns.

General Guidance

1. As always, the sooner you provide us with all the necessary forms, information and documentation, the sooner we can prepare and file your returns. **If you do not provide us with all the information we require by March 15, 2022, we cannot guarantee that your return will be completed by the April 15th filing deadline, meaning that we may have to file for an extension.**
2. Due to the Covid-19 Pandemic our staff will be working primarily remotely meaning that our office will not have regular business hours and may be “closed” at various times during the normal work day. You can drop material off at our office at any time by sliding an envelope through the mail slot in our door. The material will be picked up by a staff member daily.
3. If you have questions and need to speak to a member of our staff, please call the office (978-969-1451) to schedule a phone conference or a Zoom computer conference with one of our staff members. If no one answers the phone, please leave a message as we periodically check for messages throughout the day. **When leaving a message, please speak slowly and repeat your call back number and indicate how to best reach you between 1-2 p.m. or 6-7 p.m.**
- 4. Due to the COVID-19 Pandemic, in-person office visits are discouraged and will only be permitted on an extremely limited, pre-approved basis.**

I look forward to assisting you in preparing your 2021 Federal and state tax returns. I believe protocols and procedures described above will enable us to continue to provide you with quality professional services while maintaining the safety of our staff and clients.

Thank you.

Paul Marciano, CPA