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CERTIFIED PUBLIC ACCOUNTANTS

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December 2020

Dear Clients and Friends:

Customized tax organizers have been mailed to those who received them last year. You can also download a generic organizer from our website. If you did not receive one the previous year and would like one sent to you please call Geri at 203-795-6777.

Please note: Clients who have not paid for the prior year's tax preparation will not be given an appointment without such payment. Additionally, payment is expected for the current year return upon completion of the return.

Gift tax returns are required for those of you who made gifts, generally in excess of \$15,000. Our fees for this service are based on complexity and time spent.

In order to meet the filing deadline for your 2020 income tax return, your tax information needs to be received by our office no later than **March 26, 2021**. Any information received after that date may require an extension of time be filed for your return.

Because of enforcement of certain regulations concerning estimating of items used in the preparation of your tax returns we require documentation for such items of expenses such as charitable contributions or business miles. If you don't have documentation then you must provide your estimates of these expenses in writing.

Best wishes for a Happy, Healthy New Year.

Yours truly,


WHITTEN, HORTON + GIBNEY, LLP

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