



CERTIFIED PUBLIC ACCOUNTANTS

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Enclosed is your 2019 Tax Organizer. Please read and sign the Engagement Letter then return it with the tax organizer. Also, we ask that you please have all your material to us, even if you haven't received your K-1 forms, by March 18th.

Packets Received AFTER Wednesday, March 18th
will be put on Extension.

All clients with an email on file will receive a confirmation via email that their tax return has been accepted by the taxing agencies. This email does not contain any personal information. It is very important that we have your current personal e-mail address (both email addresses if filing married) in order to utilize this service, as well as receiving other important tax information and reminders.

If you have an e-mail on file, your 2019 Tax Returns will be delivered electronically via your secure, encrypted Client Portal, unless you specify otherwise. The portal is easy to use; can be accessed at any time; and is the most secure, efficient way to get your return. You also can upload documents to and from our firm in your portal's "File Exchange". **If you can not access electronic files, we will continue to provide paper copies of your return.**

Please keep us in mind for all your personal and business tax needs. Along with tax services for individuals we also provide tax and accounting services to businesses, estates and trusts. This includes financial statement preparation, tax planning, consulting, estate and trust returns. **As always, there is no greater compliment to us than a referral from you.**

Very truly yours,

The Partners and Staff
Borgida & Company, P.C.
Certified Public Accountants