



CERTIFIED PUBLIC ACCOUNTANTS

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Enclosed is your 2020 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 15th.

Packets Received AFTER Monday, March 15th
will be put on Extension.

It is VERY IMPORTANT that we have your current personal e-mail address (both emails for joint returns) in order for us to effectively communicate with clients in this "restricted" world. Notices about important tax changes, reminders and filing confirmations are emailed. Emails will not contain any personal identifying information.

In an effort to reduce public contact, we will not be taking any in person appointments & are requesting clients use our Client Portal to upload tax documents via the "File Exchange" feature. If you do not have a Client Portal, please call our office so we can set you up with one.

In lieu of using the Client Portal, please MAIL or DROP OFF your documents to us at either:

360 East Center Street
Manchester, CT 06040

1733 Storrs Road
Storrs, CT 06268

8 West Main Street, Suite 1-4
Niantic, CT 06357

Please do NOT email your documents. Emailing important information is not a secure method of transmission. It is not encrypted and is vulnerable to hackers looking to steal personal information. Thank you for understanding that Borgida & Company takes the welfare of our clients and staff as the highest priority.

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; including financial statements, 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.