



360 East Center Street
Manchester, CT 06040
Phone: 860 646.2465
Fax: 860 643.4858
www.borgidacpas.com

Peter S. Bartolotta, CPA
Aaron L. Johnson, CPA
Thomas F. Scanlon, CPA, CFP*

January 2022

Enclosed is your 2021 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 Friday, March 18th
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 our clients. Notices about important tax changes, reminders and filing confirmations are emailed. Emails will not contain any personal identifying information.

In consideration of the ongoing public health concerns, we will be limiting in-person appointments & are requesting clients use our Client Portal to upload tax documents via the "File Exchange" feature. **E-Signature for completed tax returns is NOW available for clients with active portals and complete email information (joint returns require two unique emails).** 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	1733 Storrs Road	8 West Main Street, Suite 1-4
Manchester, CT 06040	Storrs, CT 06268	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. *If you must mail information to us we suggest you use a service that includes tracking so you can confirm your package's arrival.

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, and other specified consulting. **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.