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Dear Tax Client:

2020, what a year! We hope that this letter finds you and your family healthy and safe.

We thought that 2020 would be a relatively quiet tax year. We were certainly wrong! The CARES Act enacted in March 2020 to boost the economy added more changes, such as the stimulus payments and enhanced unemployment. (see our checklist for highlights of the changes that may impact your tax return). The changes have also delayed the start of the IRS filing season. IRS will start accepting e-filed returns on February 12, 2021.

Although the filing season is delayed, this year's filing deadline is still **Thursday, April 15, 2021**. Our team will be ready for tax preparations on February 1, 2021, and we must receive tax documents no later than Thursday, April 1, 2021. If received after this date, we may have to file your taxes on extension.

In this communication, please find our *Engagement Letter*, *Consent to Use Form* (optional), *Client Intake Data Sheet*, *Hours and Directions*, and *2020 Tax-Year Checklist*. **Please complete and include the engagement letter, consent to use, and intake sheet when you submit your tax data.**

Due to COVID-19, we are encouraging remote meetings as much as possible this year. If you prefer to deliver the documents electronically, please contact your tax preparer or our office with instructions for a secure delivery and exchange of information. **If dropping off or picking up your tax documents OUTSIDE our office hours, please call us in advance at (585) 935-5308 to make sure we will be in the office.**

As a reminder, many of your tax forms are available online and may no longer be mailed in paper format. The most common omissions we have seen are: NYS unemployment forms (1099-G), student loan interest forms (1098-E), retirement income forms (1099-R), particularly if you don't receive paper statements, and college tuition statements (1098-T).

Please visit our website at [www.highfallsadvisors.com](http://www.highfallsadvisors.com) to access additional tax resources and worksheets to help you prepare your tax data (click "Client Resources" and select "2020 Tax Tools"). If you would like a personalized tax organizer, please e-mail [tax@highfallsadvisors.com](mailto:tax@highfallsadvisors.com) or call Bob Vay at (585) 935-8507.

Thank you so much for your continued business and referrals. We look forward to working with you this year and wish you and your family a happy and healthy 2021.

Sincerely,

High Falls Advisors, Inc. Tax Team