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Dear Tax Client,

Tax season is upon us. Last year we learned that the newly revised, simplified tax code was anything but simple. This year will probably be just as complicated as last year. So now is the time to begin your tax preparation. This letter, along with our tax organizer, will guide you through the process to make getting your taxes filed as painless as possible.

Please submit your information as early as possible. The tax organizer can be used to remind you of the information needed and to allow you time to organize. Be sure to note any changes over the prior year to your address, marital status, number of dependents, job changes, etc.

DEADLINE

The tax filing deadline this year, without extension, is April 15, 2020. We recommend that you compile your information and once all documents have been received, submit it to us as soon as possible. We process returns on a “first-come, first-served” basis. **In order to have your return completed before April 15th, please submit your tax information to us no later than March 21, 2020.** If your information is received after March 21st, your return may be extended and filed after April 15th.

APPOINTMENTS

If you have any detailed questions or would like to meet with us to discuss any new or unusual circumstances, please call the office to set up an appointment. During tax season, we meet with clients on Monday, Wednesday and Saturday. **The last day we will be taking tax time appointments prior to the April 15th deadline is Saturday, March 21, 2020.** Note that there are a limited number of appointments during this time frame, so please schedule early.

If you do not need to meet with us, you may submit your documents directly to our office without an appointment. Information may be mailed to our office, personally dropped off, or e-mailed to our office manager, Alex Baker at abaker@laskeycostello.com. If you choose to e-mail your information, please note your name in the subject line and take steps to ensure cybersecurity (i.e., password protecting documents, etc.). If dropping documents off after business hours, they may be placed in the black mailbox located outside the office’s front door.

FEES

Our fees for tax preparation are based on the complexity of the return and the time it takes to prepare/file it. Due to an increase in costs for training, technology, cyber-security and continuing education, our tax preparation fees for

2020 will increase by 5%. We accept Visa, Mastercard, American Express, personal checks, and cash. Following industry standards, all credit card payments will be subject to a 3% fee. All invoices are due upon receipt.

NEW THIS YEAR

Beginning with this upcoming tax season, all client tax returns will be available through our new secure client portal. This new portal will allow you to log in to our website to gain access to tax returns and other confidential documents at any time. Information regarding how to access our secure client portal will be provided when your tax return is complete. As in prior years, you will also receive a paper copy of your tax return.

If you have any questions, please let us know.

A satisfied client is our most valuable asset. Your recommendation to an associate, friend or family member is more significant than any advertisement. We sincerely appreciate your patronage and as always, we strive to provide you with professional and efficient service.

We look forward to seeing you in 2020. If you have any questions regarding this letter or our services, please do not hesitate to call.

Sincerely,



Cynthia M. Costello
Certified Public Accountant



William R. Costello, JR
Certified Public Accountant