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[www.laskeycostello.com](http://www.laskeycostello.com)

January 2024

Dear Tax Client,

We hope this letter finds you healthy and well. We are ready for the 2024 tax season and would like to remind you of our firm's tax season process. Please read this entire letter as our processes may have changed for 2024!

The tax filing deadline this year, without extension, is Monday, April 15, 2024. We strongly urge you to get us your information as soon as possible. Our preparation services typically require two to three weeks, although turn-around time may vary monthly. Tax returns are prepared in the order received, regardless of complexity. If your information is received and we have not been able to process your return by April 15th, we will file you an extension.

**Enclosed is our client tax organizer.** The tax organizer serves as a guide to remind you of the information required to complete your specific tax return.

There are several ways to safely provide your tax documents to us. Information may be mailed to our office, personally dropped off, or uploaded to our secure client portal. If you plan to drop your documents off after business hours, they may be placed in the locked mailbox located outside the office's front door.

***For security purposes, we will no longer accept client documents via email.***

If you have previously accessed our client portal, you are welcome to login and upload your documents. Please email us at [docs@laskeycostello.com](mailto:docs@laskeycostello.com) to confirm that we have received them.

If you have not previously accessed our client portal, please call our office at 216-521-2100 or email us at [docs@laskeycostello.com](mailto:docs@laskeycostello.com) to request access. We will send you an email invitation to securely upload your documents to the portal.

For your convenience, all tax returns will be available through our client portal. This portal will allow you to securely gain access to past and current tax returns and other confidential documents at any time. You will not receive a paper copy of your return.

We sincerely appreciate your patronage and as always, we strive to provide you with professional and efficient service. If you have any questions regarding this letter or our services, please do not hesitate to call.

We look forward to seeing you in 2024!

Sincerely,

Cynthia M. Costello  
Certified Public Accountant

William R. Costello, JR  
Certified Public Accountant