

## From the Desk of....

**Kathy Warnock**  
**KLW Accounting & Tax Ltd.**  
**847-214-6296 office**  
**847-302-2060 cell/text**  
**847-628-4803 fax**  
[klwaccountingtax@live.com](mailto:klwaccountingtax@live.com)  
[www.klwaccountingtax.com](http://www.klwaccountingtax.com)

---

Dear Client(s):

January 1, 2021

Happy New Year and welcome back to KLW Accounting & Tax Ltd. for another tax season! We are glad to have you back, and we sincerely appreciate your continued business.

Your engagement letter for 2020 tax return preparation services is enclosed. Your signed engagement letter should be returned to our office prior to the preparation of your tax returns. You will note at the top of the letter that you can choose how you would like to receive your tax organizer. Whatever your preference, we will mail or (securely) email your organizer to you. You can also log on to our website (site address above - click on Client Resources) to print a generic organizer. If you are a new tax client this season, you will use a generic organizer for your first year only. If you don't need an organizer, there is a box to check to let us know that it is not necessary to provide one for you. If you do not mail or email your engagement letter to us, please include the signed letter with your tax documents. A copy of the letter, for your records, will be provided in your tax folder, along with our privacy policy.

For emailing sensitive information and/or forms, please send us an email (address above) **with no attachments**, and we will send you back a link to a secure location for parking your documents. We will retrieve your information and then confirm receipt with you, via email.

If you wish to drop off your tax information without making an appointment, you can use the locked drop box, inside our front door, at your convenience. There are small and large envelopes available near the drop box, and we encourage you to use them to keep your information together. We will also confirm receipt of your information that you drop off, via email. **PLEASE NOTE: DUE TO COVID, WE ARE RESTRICTING FACE-TO-FACE MEETINGS AT THIS TIME.**

Our fax number is indicated above if it is easier to fax your information to us, and yes, we will confirm receipt of your fax, via email.

We have copies of your tax returns in our files if you are a returning client. New clients will need to provide a copy of their 2019 tax returns, both federal and state.

We look forward to hearing from you soon.

Here's to a Peaceful and Prosperous 2021,  
Kathy & Katie