

## From the Desk of....

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Dear Business/NFP 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.

**Please note the business return filing dates for the 2020 filing season: Partnership returns are due on March 15, 2021 and C Corporations are due on April 15, 2021. S Corporations are due March 15, 2021. Not-For-Profit corporations with a December 31 year end are due May 15, 2021.**

Your engagement letter for 2020 business tax return preparation services is enclosed. Your signed engagement letter should be returned to our office prior to the preparation of your business tax returns. Generic business tax organizers and vehicle information sheets are available at [www.klwaccountingtax.com](http://www.klwaccountingtax.com), click on the Client Resources tab. 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 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.

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