



Looking out for the safety and well-being of our customers, colleagues, and communities is our top priority.

Our office continues to operate during normal business hours during this tax season (See “Our Current Hours”). We will be here during these hours for any appointments that have been scheduled and for you to make appointments or just drop off information for us.

Our office is operating under the safe distancing recommendations. When you come in just keep a 5 to 6 foot distance between yourself and others. Our staff is continually sanitizing the office and furniture. You may bring your own pen to sign any papers needed and if you need to use our pens, be assured we are sanitizing our pens every time they are used. We have also instituted non-contact credit card payment system for those of you with the new wi-fi cards.

Our customer service teams are committed to addressing your financial and tax return needs and, as mentioned already, our office is open to serve you.

We pray for our community to be safe from this despicable Covid-19 virus and urge those of you who pray, please continue to pray. For those of you who don't regularly pray – there's no time like the present to start.

God Bless you,

Terry Sustar

PS: Please see page two of this letter for important information needed for your 2020 tax return preparation!



To All Tax Clients:

The IRS mailed all recipients of Economic Impact Payments a Notice 1444 that provides information about the amount of their payment, how the payment was made, and how to report any payment that wasn't received. If you've already received your economic impact payment, you've probably already received this document too. This notice was issued from The White House, on White House letterhead, and looks more like a letter than a traditional IRS notice, but the notice number is in the upper right of the heading, just below the date.

For security reasons, the IRS mailed this notice to each recipient's last known address within 15 days after the payment went out. Don't discard this notice, as you may need it when your 2020 tax return is prepared. The economic impact payment is actually an advance payment of a refundable tax credit based upon your 2020 tax return.

Tracking down your letter: A lot of people just tossed this letter. If you didn't get your full EIP amount this year, I hope you can locate your letter.

At least try to find bank records or other documentation you can use to verify the amount of your check for possible additional credit claims on your 2020 tax return.

As your tax professionals, we'll help you work through this.

Terry M. Sustar, EA