

# KLEINHENZ & COMPANY, LLP

TAX • ACCOUNTING • ADVISORY

www.kleinhenzcpa.com

TAX AND BUSINESS ACCOUNTANTS  
FINANCIAL CONSULTANTS

January 2020

Dear Client:

We would like to wish you a happy, healthy and prosperous New Year!

Please review the **Tax Information Checklist (back of this page)**, complete the **Questionnaire** and sign the **Engagement Letter**. **WE CANNOT PREPARE YOUR RETURNS WITHOUT YOUR SIGNATURE ON THE ENCLOSED FORMS!** Also note the following reminders:

- **MAIL-IN/DROP-OFF/EMAIL:** For your convenience, **you may mail in your information, drop it off at our office between 9:00AM and 5:00PM Monday through Friday, Email/Upload your information to our secure platform**, or call to make special arrangements. You will be contacted by phone or e-mail with any questions we have. Please try to have your information to us **no later than Friday, March 20, 2020**, or your return may need to be put on extension. **An appointment is NOT necessary to drop off your information.**
- **\*\*PLEASE NOTE-PERSONAL APPOINTMENTS: Due to tremendous time constraints on our professional staff, appointment slots are extremely limited!** Personal appointments are generally reserved for **new clients** and those with **complex situations**; we are requesting all others to email, mail in or drop off their information. ***Please note that NO personal appointments will be scheduled between March 23, 2020 and April 15, 2020!*** Thank you for your understanding.

The Partners and Staff of Kleinhenz & Company, LLP

**P.S. We sincerely thank you for all your referrals! They are greatly appreciated. We truly value the continuing confidence and trust you have placed in our firm over the years.**