

# CLAUDIA A. TRAYNOR

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CERTIFIED PUBLIC ACCOUNTANT

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Greetings! We hope that 2021 has been a good year for you and we value the opportunity to work with you again this year. Our office is always evolving to find the best way to meet our client's needs and expectations. While Covid-19 has changed our lives in so many ways, one thing emerged that surprised us here at the office.

Last Tax Season we did not have any sit down appointments and we have received overwhelming positive feedback about that. Many people found that dropping off/mailing in their tax documents (either at the counter or in the secure drop box outside our front door) and then having a phone conversation after we were able to review them was much more convenient for most people.

So we are going to continue that same process for this Tax Season. To be efficient, we will continue to have a second counter by our back door so we can help 2 clients at a time. Masks are encouraged but not required of anyone entering our office as we write this letter (but who knows what the future might bring?).

Our January hours will be limited to Mondays and Wednesdays (or by appt) but we will be open Monday- Friday starting February 1<sup>st</sup> for Tax Season.

We request your tax information to be in our office at least 2 weeks before the tax deadlines. A reminder to all that we will NOT automatically extend your tax return unless you contact us to do that.

We are enclosing the Engagement Letter (**blue paper**) for you (and spouse if married) to sign and return to us with your completed Personal Tax Worksheets and tax papers. We will also be posting them on our website at [www.catcpa.net](http://www.catcpa.net). Click on the link for 2021 Tax Year Worksheets. Note: if you received the Advanced Child Tax Credit, the IRS will be mailing you a letter in January. Please bring in this letter with your other information. For other new tax laws and changes, please go to our website and click on the link for 2020 Tax Changes & Tips.

As always, we welcome new clients and deeply appreciate our current clients! It has been a privilege serving you and we look forward to talking with you soon. Our office staff is committed to helping you through the endless maze of tax laws to get you the biggest refund or to pay the least amount of tax. We succeed when you succeed! Thank you for your loyalty and friendship!

~Claudia & Staff (Kim, Margaret, Minda, Nickie, Mike and Kathy)

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