

Catamount Accounting & Tax Services, PLLC

January 7, 2021

Dear Client,

So much has changed since I last wrote and sent you my 2019 tax year letter. 2020 to say the least has been a very tough on all of us and I sincerely hope you have been safe during this awful time. I am so hoping we can get this virus pandemic behind us and move on to the way things were pre-COVID but not sure they ever will be. We just have to stay positive and work through it day by day. As for the 2020 tax year there have been many changes/updates related to COVID and otherwise and me and my staff will guide you through them as we begin to prepare your tax returns. For now, as you are gathering your tax data, please remember to identify and include the following, if applicable:

- ◆ If there was a new addition to the family in 2020 please provide the child's full name, social security number and date of birth.
- ◆ The cost basis for all stocks and/or mutual funds sold in 2020. I will be happy to assist you with this if needed.
- ◆ All W-2's (Wage Statements), 1099's (Interest & Dividends, Broker Proceeds, Misc. Income, Non-Employee Compensation, etc.), 1098's (Mortgage Interest Statements), Social Security and Stock/Mutual fund statements for all financial activities during 2020.
- ◆ Closing settlement (HUD-1) statement and related paperwork for any property you bought or sold including refinancing of any mortgages. Will also need date purchased and purchase price for properties sold during 2020.
- ◆ All K-1 information received from Partnerships, S-Corporations, Estates and Trusts.
- ◆ Business and rental income and expense breakdowns by category. Also, list any new assets purchased or sold during the year.
- ◆ Dates and amounts for all 2020 federal and state estimated taxes paid from January 1, 2021 through January 15, 2021.
- ◆ Copy of your 2020 - 2021 property tax bill and, if available, a statement of property tax paid in 2020 from the town clerk.
- ◆ Name, address, amount paid, and tax identification number (social security or Federal ID) for any childcare providers utilized in 2020.
- ◆ Listing of cash and non-cash contributions/donations to charity. Please ensure you have receipts for all cash and non-cash donations and cancelled check or credit card statements, if applicable.

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- ◆ Voided check or savings account information if you want to elect direct deposit of any potential refunds or pay any balances due.
- ◆ Last pay stub for the year for each company you worked for in 2020.
- ◆ Listing of all out of pocket medical, dental and prescription expenses not covered by insurance.
- ◆ Affordable Care Act reporting documents. Please include information on health insurance coverage for 2020 for you and your family if you have or had coverage. This will be on Forms 1095-A.
- ◆ Any tuition statements and student loan documents for colleges and universities attended by you or your children.
- ◆ State unemployment tax forms for amounts received during 2020.
- ◆ Finally, if you received an Economic Stimulus payment during 2020 please note that in your tax data.

I would like to receive your complete 2020 tax data package no later than Friday, March 26, 2021 which should allow me to get the return(s) prepared by the April 15th deadline. Any tax information received after that date might require that an extension of time be filed for your federal and state tax returns. If an extension of time is required, any tax that may be due with your return(s) must be paid in advance with that extension. Any taxes not paid by the original filing deadline are subject to late payment penalties and interest when those taxes are subsequently filed and paid.

Take care and I hope to hear from you soon with any questions/concerns or when your 2020 tax information is compiled, and your returns are ready to be prepared. My email address is rsinkewicz@gmcsusa.com. As in the past I will be placing a 2020 tax organizer on my website at www.catamountaccounting.com should you wish to use this as a guide in gathering your tax data. I have also attached one below for your use as needed.

Finally, feel free to refer my name to anyone you know who might be looking for tax and accounting services.

Sincerely,

Robert W. Sinkewicz, CPA