

# SALAS ACCOUNTING LLC

## TAX YEAR 2021 CLIENT UPDATE

Dear Client,

Our firm looks forward to helping you with your 2021 income taxes! Tax returns must be filed by **April 15, 2022**. I hope everyone has had a healthy year. In the last year, there have been many changes, not only in the tax law, but also in the regulation of tax preparation. Enclosed is a list of items to keep in mind while gathering your tax documents. We know that changes can be very confusing, so we aim to help create a smoother tax season for all.

Due to IRS regulations, our firm must e-file your income tax returns. You can mail a check for tax payments or receive a check for tax refunds, but your income tax returns **must** be electronically filed. You have four options to deliver your tax documents to our office:

1. **Mail** all original documents to our office;
2. **Call** our office to schedule a personal meeting; *Due to Covid-19, we are limiting the amount of people in the office. Only Schedule an appointment if needed, otherwise, please drop off.*
3. **Drop off** your documents at our office without a personal meeting;
4. **Scan** all of your documents and send via e-mail.

Our office will return a copy of your tax returns and all original documents.

For your convenience, a copy of the **tax organizer** is available on our website. Visit **SALASACCOUNTING.COM**.

### **Salas Accounting LLC**

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Please be sure to *LIKE* our page [facebook.com/salasaccounting](https://www.facebook.com/salasaccounting)

*Thank you for your business!*

*Jeanette Salas*

*See Back for Appointment Schedule*

## **Appointment Schedule**

**If it is necessary**, you may call to make an appointment during the day between the hours of 10:00 A.M. and 4:00 P.M. **using extension 10**. Appointments can be scheduled beginning **Tuesday, February 8<sup>th</sup>**. **FINAL APPOINTMENTS** on **Thursday, March 31<sup>st</sup>**.

TUESDAYS	1:00PM	-	6:00PM
WEDNESDAYS	1:00PM	-	6:00PM
THURSDAYS	1:00PM	-	6:00PM
FRIDAYS	10:00AM	-	6:00PM

**\*NO AVAILABLE PARKING ON PALMER AVENUE\***  
**PLEASE PARK IN THE UPPER LEVEL OF THE PROSPECT STREET LOT**

**Mask Must be worn in the Office at all times.**