



Happy New Year! We appreciate your business and wish you a prosperous new year!

2021 is here! Let's put 2020 behind us and file your 2020 tax return using a safe, secure, and efficient process!

We continue to invest in technologies that allow us to serve you in the current environment of social distancing, office closures, and limited social contact. As you experienced with your 2019 tax return, Kirsch CPA Group will continue to use SafeSend Returns to deliver your tax return right to your inbox, allowing you to e-sign your tax return, make payments to the IRS and download a copy to your computer – **all while remaining safely at home.**

To allow you to safely and securely upload your 2020 tax information to us, we are adding SafeSend Exchange to the Kirsch website. With no passwords to remember, SafeSend Exchange allows you to easily upload your digital tax documents directly to us without first logging into an account. Don't have a digital copy? Use one of the many scanner apps such as TurboScan to scan a copy to your phone and upload it to us via the Kirsch website. Safe Send Exchange will replace exchanging files with us using the Kirsch portal and provide a user-friendly interface for sending your tax documents to us.

Here's the process –

1. Visit the [Client Center](#) at www.kirschcpa.com for a 2020 tax checklist and engagement agreement.
2. Complete your 2020 tax checklist and gather all of your tax documents.
3. Go to www.kirschcpa.com click the [Secure File Upload](#) at the top of the page and upload your 2020 tax checklist and tax documents no later than March 22, 2021.
4. Our team will prepare your tax return and contact you with any questions.
5. Your completed tax return, payment vouchers and an invoice from Kirsch will be delivered to you via SafeSend Returns.
6. Review your tax return and sign the e-file authorization form (Form 8879).
7. Review and pay your Kirsch invoice for professional services.
8. If applicable, pay all tax due to Federal and State.
9. If applicable, print city/local tax returns, sign and mail (with payment due if required).

DEADLINE - Submit your tax information to us no later than March 22, 2021

The tax filing deadline this year, without extension, is April 15, 2021. We recommend that you compile your information and upload all your documents to us as soon as possible. Tax returns are prepared on a "first-come, first-served" basis. After March 22nd, your return may be extended.

We sincerely appreciate your patronage and look forward to working with you in 2021. If you have any questions regarding this letter or our services, please do not hesitate to call.

Stay Safe,

The Team at Kirsch CPA Group

Please Note - Our office will remain closed for visitors. If you prefer to drop off your documents, please call in advance (513) 858-6040 and we will arrange a drop box at our lobby door. Or send documents via courier to:

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