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Dear client,

Welcome back to tax season! Due to the various airborne diseases I will not be taking any appointments again this year. If it is necessary for you to meet with me, please call me to discuss this option. You have several options to send me your organized and complete paperwork for your taxes.

- You can drop it off in my mailbox in the alleyway next to my office (it is the largest box) or in the box inside the front door
- You can scan and email all your documents **into a single PDF file to ramcpapc@gmail.com or officemanager@ramcpapc.com. When you scan or send pictures of documents please make sure it is easy to read and full size**
- You can mail your documents to my office

My website-**ramcpapc.com** is a useful tool for up to date tax information, communication options, and a **checklist that you can download and print for your convenience**. The checklist is a compilation of the necessary tax documents I need to complete your return. The items may or may not apply to each individual but is only a guideline for you to follow. The privacy policy can also be found on the website.

I ask that you send me your information no later than **March 21st** so I can complete your return. If the information is received after this date, I may not be able to complete your taxes by April 15th. In this case I could file an extension for you at your request. All federal and state tax returns will be filed electronically, and you will receive a copy of your 2024 tax return via mail.

I would like to remind you that I offer full accounting and tax services for businesses and individuals, and I am available year-round. If you have any questions, please feel free to call me at **215-782-9838**.

Sincerely,

Richard A. Miller, CPA