MARK MACHNIC CPA

March 12, 2020

Dear Client,

Due to the recent global health developments regarding the coronavirus pandemic, **sit-down tax appointments will NO LONGER be available.** We understand that this may be very upsetting to some, but we have made this decision ***in the best interest of our staff, as well as our clients.***

Question: How will dropping off my tax documents work and what if I feel I need to talk to someone before my taxes are prepared?

Answer:

1) Print and fill out our 2019 Questionnaire. The questionnaire is available on our website, www.machniccpa.com. WE MUST HAVE A NEW QUESTIONNAIRE EACH YEAR.
2) Organize your tax documents as outlined on the cover page of the questionnaire.
3) Provide us with your completed questionnaire and tax documents. You can provide these items to us a few different ways:
   *In person, by dropping off at the front desk
   *In the mail, via USPS (we suggest using a flat rate USPS envelope or box), etc.
   *By email (you can email any and all correspondence to cae@machniccpa.com)
   *By using our secure online portal, where you can upload documents *securely*. If you have never been on the portal, you will need to request access by either calling our office, or by requesting portal access on our website. USING THE SECURE PORTAL PROVIDES THE BENEFIT OF HAVING YOUR TAXES DONE, FROM START TO FINISH, FROM THE CONVENIENCE OF YOUR HOME.

4) If you have specific questions or issues you want to discuss, please write a note, and include it with your tax documents. Once your tax return begins to be processed, and we have had a chance to review your documents and note, we will reach out to you for a *phone appointment* to go over any questions or concerns.

We appreciate your cooperation and understanding.

Sincerely,

Mark R. Machnic