



January 2019

To Our Valued Clients:

The holiday season is behind us and the season for filing our annual income tax returns is here. To assist you in the process, our office has prepared a tax package of suggestions and worksheets. Please take some time to review the enclosed information and feel free to call the office with any questions.

**This tax season we will only mail out a full tax organizer upon request. Please call our office if you would like to receive a copy of your organizer.**

**If you would like an appointment, please contact our office as soon as possible.** You can also drop off, upload, or mail your information to our office during normal business hours. Our Middletown office is open a few evenings a week during tax season if that is more convenient for you. Be sure to include a signed engagement letter (by both spouses, if applicable) along with the attached questionnaire with your information.

We are requesting a \$100 deposit when you provide your initial tax information to our office. This deposit will be applied against the balance due on the return when it is completed.

Please note that we have begun to accept credit cards for payment of your tax return and other services.

Over the last few years our firm has grown because of your kind words and referrals. We thank you, our dedicated clients, for your continued support and we wish you the best in the New Year.

Sincerely,

*Tim Miller*

Tim Miller, CPA

*Brandon Layo*

Brandon Layo, CPA

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*'Accounting Solutions for Small Businesses'*

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