

Attached is your **2019 Individual Tax Return Engagement Letter and tax return questionnaire.**

- All federal and state tax returns will be filed electronically, and a PDF copy will be provided for your records.
- Our firm works on a first come, first served basis, and we cannot guarantee your return will be completed in a specific time frame.

**Below is a snapshot of important dates.**

- February 28, 2020 Last day to submit all individual tax information to us for April 15, 2019 tax due date.
- February 29, 2020 Automatic extensions will be prepared for tax information received on or after this date.
- April 13, 2020 Last day to submit Form 8879 to us for e-filing. **We must have full payment of our fees and the signed and dated Form 8879 in order to release returns to IRS.**
- April 15, 2020 Initial due date for individual tax returns.
- September 11, 2020 Last day to submit your tax information to us for extended returns.
- September 12, 2020 **RUSH FEE** will be added to returns, if any information is received on or after this date.
- October 15, 2020 Final due date - extended individual returns.

**Please review all documents:**

- **Sign the engagement letter & Consent to Disclosure of Tax Return Information**
- **Complete the tax questionnaire**
- **Return the engagement letter, disclosure consent and questionnaire to our office**