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Hello Clients,

It's difficult to believe we are beginning the year 2015. There are new forms and changes to the tax filing this year, including repercussions of the Affordable Care Act. That is why I need your help to insure that your information is complete when you bring it in.

On my website, I have added a simple checklist as well as the organizers you have used in past years. Go through the organizer and place the related documents behind each page e.g. income (W-2, 1099R, 1099 Int., 1099 MISC); Itemized deductions (1098, real estate taxes and excise taxes, charitable contributions totaled by cash and non-cash, etc.) You don't have to completely fill out the organizer I only need you to complete the **sections where the information has changed. Most importantly** I would like you to use **the organizer** as a checklist for the kind of information and documents I need to insure that you are getting all of the available tax deductions and credits.

In addition I have a **secure portal for email** that you can use to email me sensitive documents: ***www.galaneklaw.com***. Mass. law requires that electronic communication be encrypted and the email on my website complies with this regulation. Therefore it is ideal for sending missing tax information because it is available 24/7, it is encrypted for security, and I have a written record of your information to insure that the correct numbers are input in your return. In most cases I do not need original documents - copies are acceptable. If an original is required, I will let you know. If you have access to a scanner, you can even scan and email me the paperwork. You may also fax documents to me at (866) 405-1597. Please review your scans and/or faxes for completeness and legibility before transmitting.

The office at 35 Turkey Hill Road, Suite 201A, Belchertown will be open 9:00am to12:00pm and 1pm to 6pm Monday-Friday, and 9:00am to 1:00pm on Saturday. If we are out, or any time of the day, there is a drop box outside the office door where you can deliver documents.

When it is time to pick up completed returns, you will receive a call or an email at which time you can let me know whether you will stop in or want the return mailed to you at an additional charge of $10 for priority mail postage and handling. In either case, **you will have to sign and return Federal and MA e-file forms for the required electronic filing (both taxpayer and spouse if a joint return) and provide payment, unless a prior arrangement is made, for the tax preparation services before the return is filed. When picking up returns at the office we accept credit cards as well as cash and checks for payment of services.**

If you need an appointment to discuss new or complicated tax situations, please use email to request one. Please feel free to contact me during the year in order to address any estimating or planning that you may need.