

Dear Clients,

It's that time again! Welcome to tax filing season for the 2009 tax year. As usual there have been **MANY new deductions and credits** that may or may not affect you.

Because I want to make sure you are taking advantage of the new deductions and credits I am asking everyone to either complete the Checklist or Organizer that I have provided. I have provided to you via this website two ways that you can help yourself and me to be as efficient as possible in the preparation of your tax return:

1. A simple checklist to guide you in the collection of the document's, forms, and information I will need to prepare your return.

2. A detailed organizer that can be downloaded by you or, for an additional charge, mailed to your postal address. **Please read page one of the Organizer completely.**

PLEASE PRINT THE ENGAGEMENT LETTER, SIGN AND DATE THE FORM AND INCLUDE IT WITH YOUR DOCUMENTS.

With both versions, a fully completed form will be required when we meet for your appointment or when you drop off your information at your convenience. You can drop material in the secure drop box directly outside of my office. Missing information or documentation that requires a phone call or other communication delays the completion of your tax return and increases the cost.

Please check out the links to the IRS and Mass. DOR websites to review the changes that are in store for this year. Also on my webpage are the phone and fax numbers by which we can communicate, however the preferred method of contact is by e-mail. Just click on the contact us button, and I will reply as quickly as possible.

Government's concerns for the security of your personal information has resulted in requirements for encryption of electronic files and added steps in maintaining the confidentiality of your information. My systems will be in full compliance and I am capable of transmitting sensitive information to you in a secure envelope through Adobe® reader.

Looking forward to working with you for a successful filing experience.

Thank you for your using us to prepare your taxes.

Sincerely,

Gregory A. Galanek, CPA