



213 Fremont Street
P.O. Box 173
Kiel, WI 53042
Phone: 920-894-2143
Fax: 920-894-7357

Dear Tax Client:

2021 has been a historic year in terms of tax law changes, government payments to taxpayers, and the world still battling a pandemic. We have spent countless hours staying up to date on changes and preparing for this upcoming tax season. As of the time of this letter, there is still one large piece of legislation in Congress, and if and when that passes, more change will come.

As we did last year, we are going to attempt to limit sit-down appointments this year. Although last year was due to stricter pandemic guidelines, we also learned that we could be more efficient, and provide a more convenient experience for the majority of our clients, by encouraging drop-offs and mail-ins. If you have a specific major situation, started a new business, or this is your first time using our services, please call the office and ask to schedule an appointment, or if you have questions you are also welcome to include them with your information and we'll answer them as we prepare the tax return.

This correspondence is intended to help you gather tax information needed to prepare your 2021 personal income tax return. If you would like a detailed organizer which would include your 2020 information and spaces to enter your 2021 data, please call our office to have one sent to you.

The enclosed questionnaire asks about pertinent tax items necessary to prepare an accurate return. **We must receive the completed, signed questionnaire from you to prepare your tax return**, along with the other forms or documents listed on the questionnaire.

We will ask for additional information as needed.

Thank you for the opportunity to be of service to you.

Sincerely,

A handwritten signature in cursive script that reads 'Jeremy J. Fromm'.

Jeremy J. Fromm, CPA

Email: jeremy@frommaccounting.com