

MUENKS TAX COMPANY

ESTABLISHED 1941

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TAX YEAR 2019

Dear Valued Client:

We at Muenks Tax Company wish you and your family a Happy New Year.

As we begin our 79th year, we are reminded again how grateful we are for you, our customers. We have made it our mission to provide you with the highest quality service holding fast to our traditions.

There continue to be annual tax changes and we will guide you through their impact on your tax reporting and tax financial planning.

We offer three methods to assist you with your tax return preparation: **our preference is that you schedule an appointment.**

Appointments

Available Day and Evening
(this method is encouraged)

Monday-Friday
9 a.m. to 8 p.m.

Saturday
8 a.m. to 4 p.m.

Walk-In Service

(keep in mind that we do schedule evening appointments and the wait time can vary)

Monday-Friday evening
4 p.m. to 8 p.m.

Saturday
8 a.m. to 4 p.m.

You may be asked to leave your tax information to enable your preparer a more thorough review.

Drop-Off Service

Monday-Friday
9 a.m. to 8 p.m.

Saturday
8 a.m. to 4 p.m.

Please complete the enclosed organizing worksheets so that we may contact you with additional questions.

We understand the importance of keeping your personal records secure. In keeping with privacy laws and our Privacy Disclosure Agreement, we are committed to maintaining the integrity of your safety. We will continue to request completion of our Request for Documentation form for any information you request other than your original tax return copy.

When our doors opened 79 years ago, we made the commitment to grow our business through referrals. We depend upon you to spread the word that Muenks Tax Company will serve your family and friends with the great service you have received. We appreciate your business and the opportunity to offer prompt, quality tax preparation at a reasonable price and look forward to serving you again this year.

Sincerely,
Muenks Tax Company & Associates