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*Celebrating
Our 80th Year*

**TAX YEAR 2020**

Dear Valued Client:

Happy New Year! We at Muenks Tax Company hope that you and your family are safe and healthy.

Our priority is to keep our valued customers and staff safe as we navigate the season within the guidelines and safety precautions regarding COVID-19. When we pivoted last year, our drop-off service was our primary mode of tax preparation--we encourage our customers to continue to use this method this year. The secure mail slot in our front door is available 24 hours per day.

For those *requiring* an appointment, please call our office and we work diligently to accommodate your request keeping in mind that we will need to stagger in-office appointments, require mask wearing, and ensure social distancing protocols.

Tax rules continue to evolve. We will guide you through the impact of the CARES Act, stimulus/recovery payments, claiming \$300 in charitable contributions regardless of itemizing, and assist with tax financial planning.

Drop-Off Service

(this method is preferred)

Available 24 hours per day through the mail slot in our front door.

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

Appointments (staggered and secure)

Available Day and Evening

Mask Required

Review the enclosed **REVISED** organizing worksheets prior to your appointment.

Monday-Friday

9 a.m. to 8 p.m.

Saturday

8 a.m. to 4 p.m.

When our doors opened 80 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