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January 21, 2022

Dear client,

Welcome back to tax season! Due to the continuing pandemic I will not be taking any appointments again this year. You have several options to send me your organized and complete paperwork for your taxes.

- You can drop it off in my mailbox in the alleyway next to my office (it is the largest box) or in the box inside the front door
- You can scan and email all your documents **in one single PDF file** to **ramcpapc@gmail.com** or **officemanager@ramcpapc.com**
- You can mail your documents to my office

My website-**ramcpapc.com** is a useful tool for up to date tax information, communication options and a **checklist that you can download and print for your convenience**. The checklist is a compilation of the necessary tax documents I need to complete your return. The items may or may not apply to each individual but is only a guideline for you to follow. The privacy policy can also be found on the website.

I ask that you send me your information no later than March 24th so I can complete your return. If the information is received after this date, I may not be able to complete your taxes by April 15th. In this case I could file an extension for you at your request. All federal and state tax returns will be filed electronically and you will receive a copy of your 2021 tax return via mail.

I would like to remind you that I offer full accounting and tax services for businesses and individuals and I am available year round. If you have any questions please feel free to call me at **215-782-9838**.

Sincerely,


Richard A. Miller, CPA