Dear Client.

The new tax season is upon us. This letter, along with our tax organizer, will guide you through the process to make getting your taxes filed as painless as possible, so now is the time to begin preparing for the coming tax season.

Please submit your information as early as possible. You can use one of our four tax organizers to remind you of the informa­tion needed and to allow you time to organize. Be sure to note any changes over the prior year to your address, marital status, number of dependents, job changes, etc.

**Tax Organizers:**

* [Basic Organizer](https://www.rapitax.com/1970rapi/ra0M3IpZ6uf6MlqdOXlKRmQhVF61qnYvI0ktr4xp.pdf)
* [Basic Organizer with deductions](https://www.rapitax.com/1970rapi/mlTRpk8VFcB2hm3YPjQiZ59jpKQLIChmrzrmX1KE.pdf)
* [Full Organizer including DBA's](https://www.rapitax.com/1970rapi/simJpbWmrKkWfvEJwxBsIG1q1fXc7eWexSgdteYe.pdf)
* [Business Organizer for Corp's, LLC's and similar](https://www.rapitax.com/1970rapi/fiBVConixKBYLLQexOAEgr97l4PQGiFPo0N1e4Fc.pdf)

**DEADLINE**

The tax filing deadline without extension is Thursday, April 15, 2021. We recommend that you compile your documents and information as early as you can. Once you have all documentation, please forward it to us as soon as possible. As a reminder, you can use our secure Clients Portal or "LockBox" to upload all necessary documents you have to prepare your income tax. To our existing or new clients who might want to take advantage of this service in the 2021 season, we process the returns on a "first-come, first-served basis. To access your Client's Portal or to create one, please go to our website <https://www.rapitax.com>  and click on the "Client Login" button located on our web page's top right-hand side, to the right of the lock emoji. If you have problems accessing it or creating an account, please feel free to contact us for help.

\*\*\*Due to Covid-19 Clients Portal and Tele-Conference is a preferred method of service but not necessary.

**APPOINTMENTS**

Anyone can schedule an appointment in one of two ways, by calling our phone number 713-835-9531 or by going to our website <https://www.rapitax.com> and using our appointment scheduler. Our scheduler is located on the upper right-hand side, between our phone number and our Client Login. Once inside the scheduler, use the down arrow to select the service required and answer all questions that follow. You will receive a confirmation via the method you requested. Due to Covid-19, we require all our clients who prefer in-person appointments to wear a face mask. In late August of last year, we introduce our teleconference platform. If you choose to use this feature to prepare your taxes or any other service when scheduling, select "Video Chat." For the teleconference tax preparation, you will have to send us your documents at least a day or two in advance via our "Client's Portal" so that we can both be viewing the same documents on the day of our virtual appointment.

**FEES**

Our tax preparation prices, as always, are based on the form, or forms, that are used to prepare your return and each form has its cost according to the complexity and the historical time to prepare it. Due to increased costs for training, technology, cyber-security, and continuing education, our tax preparation fees for 2021 will increase by 5%. We accept Visa, Mastercard, ACH via our email invoices, personal checks, and cash. Our fees are due upon completion of work.

**REMINDER**

As always, and provided that you had created an account on our clients' portal or permitted us to create an account for you, all client tax returns will be available through our secure client portal. This portal will allow you to log in to gain access to tax returns and other confidential documents at any time. If you need information regarding how to access our secure client portal or create an account, please contact us. If you permitted us to create the portal account during our meeting, we will provide you with instructions when your tax return is complete.

A satisfied client is our most valuable asset. Your recommendation to an associate, friend, or family member is more significant than any advertisement. We sincerely appreciate your patronage, and as always, we strive to pro­vide you with professional and efficient service.

We look forward to seeing you in 2021. If you have any questions regarding this letter or our services, please do not hesitate to call.

Regards

**Jairo Mendez**

Rapi-Tax Income Tax & Bookkeeping Services.

Phone: 713-429-5566

Cell: 713-835-9531

e-mail: jmendez@rapitax.com

WebPages: [www.rapitax.com](http://www.rapitax.com/)

This communication and any attachments to it are confidential and intended solely for the use of the person to whom they are addressed. This e-mail transmission may contain confidential information that is legally privileged. If you have received this e-mail in error, please notify us by telephone immediately at (713)429-5566, and you are notified that any disclosure, distribution, or the taking of any action in reliance on the contents of this information is prohibited.

Nothing in this message may be construed as a digital or electronic signature of any employee of Rapi-Tax Income Tax & Bookkeeping Services. Rapi-Tax Income Tax & Bookkeeping Services automatically blocks e-mails containing objectionable language or suspicious content. Messages sent to Rapi-Tax Income Tax & Bookkeeping Services should be considered received only if confirmed by a return receipt.

IRS Circular 230 Disclosure: As required by United States Treasury Regulations, you should be aware that this communication is not intended or written by the sender to be used, and it cannot be used, by any recipient for the purpose of avoiding penalties that may be imposed on the recipient under United States federal tax laws