

CAIN, BOURRET, JARRY & ASSOCIATES, LLC

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December 7, 2020

Dear Client:

We trust you had a wonderful Thanksgiving and are anticipating a joyful Christmas. As we look forward to the New Year, we wish you good health, happiness, and success in 2021 and always.

Tax Season is quickly approaching and we would like to advise you of our office hours for the busy season. Currently, our hours for pick-ups and drop-offs are Monday thru Friday from 8:30 AM to 5:00 PM. Beginning on the 6th of February, we will add Saturday pick-up/drop-off hours from 9:00 AM to 3:00 PM. And starting on the 8th of February, we will add Monday thru Friday evening pick-up/drop-off hours from 5:00 PM to 7:30 PM. **Unfortunately, due to the continuing Covid-19 restrictions; we cannot offer face-to-face appointments this year.**

At your discretion, you may either drop-off, mail, e-mail or fax your information for processing.

- * If you drop off, please be sure to include your current address and phone number.
- * If you mail your materials, please use the address above and consider sending it with a USPS tracking number.
- * If you e-mail, please call us at 978-957-1421 to give us a current e-mail address if you want a secure link for uploading otherwise e-mail to staff1@cbjv.com.
- * If you fax your materials, please use a cover sheet indicating the number of pages we are to expect and fax to 978-957-3480.

The team at **Cain, Bourret, Jarry & Associates, LLC** is not only ready to help you navigate your filing smoothly: we are here for you all year long. Our team of experts can guide you to achieve personal and business success. Whether you need tax preparation, tax planning, auditing, bookkeeping, business consulting or financial advice; our team is ready to work with you.

Please refer to the list on the back of this letter as you assemble your 2020 tax information. It is a fairly comprehensive list of income sources and expenses, so many items will not apply to most of you. The list is designed to remind you of the kinds of things you should provide for your individual tax preparation.

Looking forward to hearing from you soon,

Steven R. Bourret and David A. Jarry

Steven R. Bourret, CPA, CGMA and David A. Jarry, CPA, MST
Managing Partners