

CAIN, BOURRET, JARRY & ASSOCIATES, LLC

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January 1, 2020

Dear Client:

We trust you had a wonderful holiday season and are doing well in the New Year.

Tax Season is quickly approaching and we would like to advise you of our office hours for the busy season. Currently, our appointment hours are Monday thru Friday from 8:30 AM to 5:00 PM. Beginning on February 1st, we will add Saturday appointment hours from 9:00 AM to 3:00 PM. And starting February 3rd, we will add Monday thru Friday evening appointment hours from 6:00 PM to 7:30 PM.

At your discretion, you may either drop-off (mail/e-mail/fax) your information for processing or schedule an appointment by calling 978-957-1421.

* If you drop off, please be sure to include your current address and phone number.

* If you require an appointment, please **book early!** **The appointments in late March and early April as well as evening hours and Saturdays are popular and limited.** Additionally, if you have all your paperwork; it is to your advantage to **file early**. Since the IRS typically begins accepting e-filed tax returns late in January, you can book an appointment as early as January 27th. There are many advantages of filing early. For example, the earlier you file; the earlier you get your refund. Or, filing early may help prevent tax fraud. If your legitimate tax return is filed first, any attempted subsequent fraudulent filings will be rejected.

The team at **Cain, Bourret, Jarry & Associates, LLC** is not only ready to help you navigate tax season 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 Tax Appointment Preparation Checklist for 2019 Tax Year as you assemble your 2019 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 us for your individual tax preparation whether you drop-off or schedule and appointment.

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
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