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**PLEASE DO NOT REPLY TO THIS EMAIL; IT DOES NOT GO TO JIM.  
THANK YOU!**

**E-mail links for our staff members are listed at the bottom of this  
e-news**



## **June 2021 Tax & Business Alert**



### **TAX DEADLINE**

**For Texas, Oklahoma, and Louisiana ONLY:** For all tax returns (business and personal), as well as 2020 tax liability payments and 2021 estimated payments, the IRS has **automatically extended the deadline to JUNE 15, 2021**, due to the severe winter storms. **Please bring or send your data for your 2020 income tax return as soon as you are ready!** We look forward to assisting you again this year.

**If you have requested an extension, please note that extensions will be filed as we approach the June 15 deadline.** If you would like for us to estimate your tax liability in the event you owe with the extension, we need any earnings statements (W-2, 1099's, etc.) to estimate that for you. Otherwise, we will simply file the extension closer to the June 15 deadline.

### **HOW TO GET YOUR SUPPORTING DOCS TO US**

- **Drop them off** at our office (if you are local)
- **Mail them** to our office (we highly recommend sending Certified Mail or getting a tracking number)
- **Email them to Patty** [admin@falgoutcpa.com](mailto:admin@falgoutcpa.com)
- **Upload them** to our secure server. For instructions, email [admin@falgoutcpa.com](mailto:admin@falgoutcpa.com). If you upload files to our server, **PLEASE CALL US** beforehand so that we can set up a folder and retrieve them as soon as they are uploaded.

***\*\*If you do not get confirmation that we received your supporting docs, please call our office.\*\****

### **CDC RECOMMENDATIONS & OFFICE POLICY UPDATE**

The latest recommendation from the CDC is that people who are fully vaccinated\* no longer have to wear masks or social distance at gatherings. (\*Fully vaccinated info can be found **HERE.**) Our building has lifted the mask requirement, but at this time **we ask that clients wear a mask when entering our office.** Though the majority of our staff is fully vaccinated at this point, **we will continue to mask when we meet with clients** to help keep everyone safe and well. Please be respectful of those who choose to continue to wear their mask and practice social distancing. We appreciate your cooperation.

### **CHANGE OF ADDRESS**

When you have a change of address, not only should you notify our office, but the IRS as well. **IRS Forms 8822** and (8822-B for your business) for your change of address can be found here:

**<https://www.irs.gov/forms-pubs/about-form-8822>**. You need to complete the appropriate section(s) and sign and date at the bottom of page one and mail the form as soon as possible to the address listed on the respective Form. Please note, you will need separate forms for personal and business.

### **APPOINTMENTS**

**We are now allowing clients in our office without an appointment, provided they wear a mask.** If you need to meet with Jim, we HIGHLY recommend making an appointment. Appointments can be made for telephone conference, ZOOM video conference, or an in-person meeting. If you are in need of an appointment, contact our receptionist **Patty at 972-669-2370 or email her** at [admin@falgoutcpa.com](mailto:admin@falgoutcpa.com) to get on Jim's schedule.

**OFFICE HOURS (through June 15):**

**Monday-Friday 8:00 a.m.-5:00 p.m.\***

(\*We have a couple of staff members working during lunch through June 15

so that you may drop off supporting documents during that time)

**Special CLOSED office days:**

**CLOSED Wed. 6/16** for Mental Health Day (Day after Tax Deadline)

**CLOSED Mon. 7/5** in Observance of Independence Day

**COMING UP: SUMMER OFFICE HOURS**

**Starting Friday, June 18, we will begin our Summer Hours:**

**Monday-Thursday 8:00 a.m.-5:00 p.m.**

**Friday 8:00 a.m.-Noon**



**JUNE 2021 TAX & BUSINESS ALERT**

- INDIVIDUAL TAXPAYERS, REMEMBER THE RESCUE!
- WEIGHING THE PROS AND CONS OF LTC INSURANCE
- SHOULD AN LLC HOLD YOUR VACATION HOME?
- NEW RULES FOR COVID-RELATED PAID SICK TIME AND LEAVE

We value you as our client and hope that you find some helpful information in this month's e-newsletter.

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THANK YOU!**

**E-mail links for our staff members are below:**

**APPOINTMENTS**

Patty Gilstrap,  
Receptionist

**EMAIL**

Jim Falgout,  
President

**EMAIL**

Jennifer Duckworth,  
Office Administrator

**EMAIL**

Chris White,  
Business Svcs Mgr

**EMAIL**

Min Jee Choi,  
Professional Staff

**EMAIL**

Kay Rogers,  
Professional Staff

