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February 2021 Tax & Business Alert



IT'S THAT TIME AGAIN!

Welcome to another tax season. It seemed like the last one never ended. Some of you may have heard that the IRS is not going to begin processing tax returns until February 12th this year. That does not mean we cannot start processing your return until that date. We can process your data and submit the return to our software provider, and they will hold it until that date and submit. **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.**

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**
- Upload them to our secure server. If you need instructions, please email Patty at admin@falgoutcpa.com. If you choose to upload files, **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.*****

IRS NOTICE 1444

If you received a stimulus payment, you should be receiving a letter (IRS Notice 1444) from the IRS soon. **WE NEED THAT LETTER.** This letter provides information about the amount of the payment received, how it was made, and how to report any payment that was not received, so **please save it and include it with your supporting documents.**

APPOINTMENTS

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** to get on Jim's schedule. We are still allowing clients in our office **BY APPOINTMENT ONLY** at this time. **We will still be meeting clients at our door for picking up/dropping off documents and returns.**

If you choose an in-person appointment, you will be asked a few screening questions regarding your travel and health. We will scan your forehead and record your temperature in a log, and a mask will be required. We will clean and sanitize the conference room and common areas after each appointment. **If you do not wish to wear a mask, if you have been feeling ill, or if you have been exposed to someone who has recently tested positive for COVID, we ask that you please make an appointment for a conference call or video conference call in lieu of a face-to-face meeting.**

LAST CALL TO PICK UP SUPPORTING DOCS!

If you received a "Documents Ready" email on 1/14 stating that we still have some of your supporting documentation from last year and you have not made arrangements to pick them up or have them sent via certified mail, please note: **supporting docs (from last tax season) left here at the end of February WILL BE SHREDDED. If you would like to have them mailed, there is a \$25 fee**, as they need to be sent via Certified Mail. If you are unsure whether or not you have picked up your documents, please call our office and we will be happy to check for you. We apologize for any inconvenience, but we simply do not have the storage space needed to hold all client documentation indefinitely.

OFFICE HOURS:

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

(*Our staff takes lunch from 12:00 p.m.-1:00 p.m.)



FEBRUARY 2021 TAX & BUSINESS ALERT

- WHY THE CHILD TAX CREDIT IS SO VALUABLE
- CLAIMING THE HOME OFFICE DEDUCTION
- CONSIDER TAXES BEFORE MOVING OUT OF STATE
- WHAT'S YOUR FINANCIAL PERSONALITY?

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

James L. Falgout, P.C.
Certified Public Accountant
2929 N. Central Expressway, Suite 235
Richardson, TX 75080

<http://www.falgoutcpa.com> | P 972-669-2370 | F 972-669-9202

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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

