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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**



July 2021 Tax & Business Alert



STAFF CHANGES

We have recently had a few staff changes that we wanted to let you know about.

- After 17+ years with us, **Kay Rogers has retired**. If you have ever worked with Kay, you know how much we will miss her! She will be moving to Denison to be closer to her family, and she has several exciting months ahead. We wish her the absolute best!
- Filling Kay's position, we are pleased to welcome **Rikki Gildert**, who will now be concentrating on bookkeeping and payroll among other duties. We are excited to have Rikki on board with us and look forward to introducing her to our clients. Her email is rikki@falgoutcpa.com
- Our intern, **David Zhang**, has joined a national CPA firm. We have thoroughly enjoyed having him with us the past two years and we are sad to see him go. Please join us in wishing him well in his new

adventures.

- Filling the intern position, we now have **Kim Nguyen**. Kim is an honor student at UTD. In addition to having her B.S. in Accounting, Kim's attention to detail and tax prep experience will be an asset to us. Her email is kim@falgoutcpa.com.

We appreciate your patience as we welcome our new staff members and get them up-to-speed on our processes.

SUPPORTING DOCUMENTS

If we have already completed your tax return and you have supporting documents to pick up at our office, **please make arrangements to do that ASAP**. Our storage space fills up quickly here, so we appreciate your cooperation in this effort.

A NOTE REGARDING EXTENSIONS

Even though we just recently completed extensions for our clients who need a little more time to gather their supporting documents, **please be aware that as soon as you have all of your documentation gathered, we would LOVE to get started on your return!** If possible, please don't wait until September to have us start working on your tax return.

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.

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. For instructions, email 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.*****

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** to get on Jim's schedule.

SUMMER OFFICE HOURS

Please note that we have now started our Summer Hours:

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

Friday 8:00 a.m.-Noon

CLOSED Mon. 7/5 in Observance of Independence Day



JULY 2021 TAX & BUSINESS ALERT

- [CURTAILING TAX SURPRISES WITH CRYPTOCURRENCY](#)
- [FAMILY BUSINESSES MUST BEWARE OF FRAUD](#)
- [ARE SCHOLARSHIPS TAXABLE?](#)
- [A TAX QUIRK OF BEING A BUSINESS PARTNER](#)
- [TAX CALENDAR](#)

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
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Richardson, TX 75080

Experience our Expertise:

- Business Planning
- Custom Tax Strategies
- IRS Problem Resolution
- Bookkeeping Services
- Payroll Processing
- Financial Statements

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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

Rikki Gildert,
Professional Staff

