

*Policy letter for McGregor-Caverhill, CPA, PC:*

**REMINDER: Due to the high volume of tax returns and limited filing season, we will complete the tax returns on a first in/first out basis for the April deadline. For the extended due dates, complete information must be turned into our office no later than August 2, 2021. If we receive your information after this deadline, we will not guarantee that your returns will be filed on time. If you submit information after this deadline and we complete your returns on time, we will assess a rush fee of 25% of the previous year's bill or a minimum of \$250.**

2020 Corporate tax returns are due on *March 15, 2021*. We cannot guarantee on time completion of your corporate returns unless we receive ALL the information needed to complete your return. An extension is easily prepared at no additional charge and extends the filing deadline to September 15, 2021. Remember, you do need to pay the state excise tax by March 15, 2021. If an extension is going to be filed, please plan on getting a check to our office ahead of time.

2020 Partnership tax returns are due on *March 15, 2021*. We cannot guarantee on time completion of your partnership returns unless we receive ALL the information needed to complete your return. An extension is easily prepared at no additional charge and extends the filing deadline to September 15, 2021. Remember, you do need to pay the state excise tax by March 15, 2021. If an extension is going to be filed, please plan on getting a check to our office ahead of time.

2020 Individual tax returns are due on *April 15, 2021*. An extension is easily prepared at no additional charge and extends the filing deadline to October 15, 2021. Please remember that any tax returns filed past the October 15, 2021 deadline are subject to substantial fines and penalties.

If we do file an extension for your personal income tax returns, we will do our best to determine your tax liabilities. We cannot guarantee accurate estimates for your tax liability for 2020 and estimated tax payments for 2021 unless we have most of your tax documentation for 2020 on or before *March 12, 2021*. However, we will, upon request, supply you with blank estimated tax vouchers and/or extension forms, or fill the forms out for you based on what you determine you can pay at that time.

We will continue to do our best to return calls and emails within 48 hours during tax season. If you do not receive a response to an email, please call the office to be sure that it was received and not filtered to "junk mail".

**DUE TO COVID WE WILL BE TAKING MINIMAL FACE TO FACE CLIENT MEETINGS. WE ENCOURAGE YOU TO SCHEDULE A PHONE MEETING IF NECESSARY. NO MEETINGS WILL BE SCHEDULED BETWEEN MARCH 4<sup>TH</sup> AND APRIL 15<sup>TH</sup> SO WE CAN FOCUS ON FINALIZING TAX RETURNS AND PREPARING PROJECTIONS.**

***PAYMENT POLICY:***

Payment in full is required prior to filing any tax returns. If you are unable to pay in full, 50% down payment is required with the remaining balance to be paid within 30 days following receipt of your tax returns. We do accept VISA, MasterCard, American Express and Discover for your convenience. Interest at a rate of 18% APR with a \$2.00 minimum charge will apply to all past due accounts.