



# Circle Tax & Accounting

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6324 N Chatham Ave #206  
Kansas City, MO 64151  
January 24, 2020

Dear Circle Tax Family,

I know this is coming a little late this year, but it's time for tax season. Electronic filing will begin Jan 27, 2020. Those with EIC and child tax credit may have to wait until the end of February for refunds, but we can get file as soon as you have your documents. Things are pretty similar to last year with a few changes to the form designs. Last year the majority of people used the standard deduction with the new laws. If you are not sure if you need to provide us with something feel free to include it and we will let you know if we don't need it. It's always better to have more information than not enough.

As in previous years our base fee will include federal, MO, KS and KCMO returns (if applicable). This also includes e-filing of all of them. KCMO started allowing us to e-file the return if you want to pay electronically. If you do normally file KCMO please let us know if you'd like to file electronically this year and we can get direct debit information from you before filing. You can still mail in KCMO with a check. We will continue with our engagement letter process again this year. When you submit your documents, we will review what you've submitted and let you know if we are missing anything. Then we will send you an engagement letter telling you what we will be filing and the cost. Once that is signed, we will process the return. Again, this year if you would like a paper copy of the return we will be charging a \$10 fee. This is for printing and mailing the documents. We will be happy to return any original documents as well. If you would like documents returned, please let us know.

You have several options for getting us information—you can upload to sharefile, drop off at 1713 Westport Road, mail your documents, or fax your documents. Once you send us documents send us an email or call us to let us know you have submitted everything.

**The best way to contact us during tax season is by calling our main number at 816-753-1700 or by sending an email to [questions@circletax.com](mailto:questions@circletax.com).** Please use this email address as it is monitored by me and my staff members. Please call or email if you have any questions or concerns. We are unable to respond to text messages during tax season.

This year our deadline to received documents if you want them completed before April 15<sup>th</sup> will be March 20<sup>th</sup>. If for some reason you do not have all your documents by then, please provide us with what you do have as early as possible and let us know you are still waiting. It is much easier to add one document then to do an entire return so the earlier the better.

Finally, we appreciate you telling your friends about us, however we are not accepting new clients during tax season. If someone is looking for a new accountant or tax preparer we would prefer they contact us during off season so we can determine if it is a good fit outside of our busy time.

Sincerely,

*Aimee L Sanita*

Aimee L Sanita, EA