



TAYLOR'S ACCOUNTING

COMPREHENSIVE TAX CONSULTING

1780 Kipling St · Lakewood, CO · 80215

303-237-6695 · [taylorsincometax.com](http://taylorsincometax.com)

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DONALD C. TAYLOR  
LAURA R. CLASE  
JASON C. TAYLOR  
GEORGE W. TAYLOR

To All Tax Clients of Taylor's Accounting & Tax Service:

**As we continue to work in these uncertain times, we will be limiting in-person appointments.** Please mail, email or drop off your tax paperwork and we will contact you when we are working on your tax return. If you have changes from last year's taxes or have concerns you would like to review, please call us as soon as possible to make an appointment to discuss your new tax needs.

Enclosed are income tax information sheets to be completed by you, covering your business and personal income and deductions. Please fill out at least the top section of Page 1. This checklist should be completed, signed and either mailed or dropped off at our office, or uploaded through our secure portal on our website.

**All returns will be e-filed again this year. You must either come by the office or electronically sign Form 8879 and pay your invoice before we will file your return. If filing a joint return, we will need a signature from both spouses.**

**To help us expedite filing your tax return, please create an account with IRS Online. Visit [www.irs.gov/account](http://www.irs.gov/account) to create your secure account, access important tax information and update your profile.**

You will be provided a copy of your tax return after completion. Please retain this copy for your records. **A \$15 fee will be charged if additional copies are needed at a future date.**

Please visit our website at [www.taylorsincometax.com](http://www.taylorsincometax.com) to pay your invoice, find tax resources and to access the secure client portal.

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