

DAMON TAX & PAYROLL SERVICE

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OWNERS/PREPARERS

**Christopher S. Damon
Trina C. Narrow**

RECEPTION

**Linda Furchak (Payrolls)
Karen Culbertson**

CONSULTANT

Gary Rowe, CPA

TAX YEAR 2020

Greetings to our esteemed clients:

We hope you had a joyous holiday season and look forward to a happy new year, and that you are staying healthy during the Covid-19 pandemic.

Attached you will find our 2020 Client Information Sheet. Please fill this out when you have your tax papers together, and drop them off* at our office. You can also find the info sheet, along with other tax info and references, on our website at www.damontax.com.

New clients: Please include a copy of last year's tax returns if at all available.

* This time around, until further notice **we are operating on a convenient drop-off system for your tax preparation needs**. Each year, the majority of our clients opt to drop their tax information off. Clients find our drop - off system to be convenient, accommodating and comprehensive. We normally have your return complete within 1-5 days. The Covid-19 numbers in the tri-county area have taken a consistent upturn. We have vulnerable workers and many vulnerable clients. Unfortunately, our office size and layout does not, within CDC guidelines or any reasonable measure, permit the safe coming and going of clients for sit-down appointments. We hope that this may change during the latter part of tax season this year, in light of the vaccinations. You can call anytime with any questions or additional information, and your preparer will do the same.

Drop-Offs and Appointments:

- 1) Drop-Offs: Please drop your tax paperwork off by placing it in the tray in the door, and ringing the door bell just above it. We will immediately retrieve your paperwork. If your paperwork is too much to fit into the tray, please ring the door bell and open the door and Karen or Linda will take your paperwork. We will call you when your returns are completed and make arrangements for you to pick up your returns (or we can mail them to you), return the signature forms and pay our fee.
- 2) Appointments: Please follow the above drop-off instructions. We will input your information and call and schedule you for an appointment to review and finalize over the phone.

We apologize for any inconvenience during these tumultuous times, and thank you for your patience. We truly appreciate your patronage and look forward serving you. Have a good year and stay safe.

Thank you,

Damon Tax Service
www.damontax.com

