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Dear Taxpayer,

Due to recent developments and the quickly changing environment of restrictions and cancellations, we are now filing a federal extension with all dropped off returns. This will prevent the late filing of your return should we be unable to prepare your return due to circumstances beyond our control.

If you are dropping off your documents on or before March 28, our goal is to have your return completed for the original April 15 deadline barring restrictions due to legal or health reasons. If you are in no hurry for your return to be completed, please indicate so, and we will make every effort to complete the preparation of your return by the extended payment deadline of July 15.

Please complete the information request below:

Client name: \_\_\_\_\_ SSN: \_\_\_\_\_

Regarding the completion date of my return:

- Please attempt to complete my return by the original April 15 filing deadline. I understand that certain circumstances may delay the preparer's ability to do so.
- Please complete my return by the extended payment deadline date of July 15. I understand that, although extremely unlikely, certain circumstances may delay the preparer's ability to do so.
- Please complete my return by the extended filing deadline date of October 15. I understand that, if I owe tax and do not make a payment, penalties and interest will begin to accrue July 15.

Regarding estimation of tax due with my return:

- My income is essentially the same as last year, please base my estimate on my 2018 return.
- My income has changed from 2018:

My expected tax liability is \$\_\_\_\_\_.

I have made total payments or withholding of \$\_\_\_\_\_.

Regarding extension payment:

- I am making no extension payment.
- I am making no extension payment at this time. I will contact my preparer between May 1 and July 15 to arrange extension payment.
- I am making an extension payment now for \$\_\_\_\_\_. I am including a check paid to the Internal Revenue Service in this amount to mail or electronically draw on April 15.

\_\_\_\_\_  
Taxpayer signature

\_\_\_\_\_  
Date