

Kenward CPA LLC
38800 Van Dyke Avenue, Suite 1000
Sterling Heights, MI 48312
586.473.0100
keithkenwardcpa.com

January 10, 2020

Greetings!

Tax season is here! IRS e-filing begins on January 27, 2020, so it is time to get ready.

This season our firm will only be mailing full printed organizers to clients that request them.

We will still need your tax documents, including Form 1095-A if you had health insurance through the government marketplace, and a signed engagement letter.

You have many options to get us your tax information: You can call to schedule a drop-off interview, you can mail it to us, drop it off at the reception desk, fax or email it to us. The secure electronic method is to upload it to our website portal. See instructions on that below.

We will still have a yes/no questionnaire for you, which is very useful and helps ensure that nothing is overlooked. It should take you less than 10 minutes, and it is a fillable pdf document. Sometimes the fillable feature is lost when accessing it on a phone or other device that does not have Adobe Reader, so it is best to use it on a PC, or you may be forced to print it off. You can then upload it to our website portal or print it off and get it to us. If you do not see the questionnaire attached to our email sent to you, or on our website (Resources, documents & forms), please let us know.

You will need to contact us (email is preferred) to request that we set up your portal on our website. Provide us the best email address to use for you. You will then receive an email from us with an invitation link to your portal.

For your convenience, you can now reach us via text message (sorry no pictures) at our main number.

Thank you and Happy New Year!

Sincerely,

Keith Kenward

Keith Kenward CPA
keith@keithkenwardcpa.com
586.473.0100