# David N. Hainsworth, C.P.A, P.C. Happenings Winter 2021

# Personally speaking...

e hope you had a wonderful holiday season filled with the merriment of spending time with friends and family. We know we savored our time relaxing and spending time with our loved ones, sharing memories and making new ones. Now we are ramping up for a new tax season that is upon us.

We are in preparation for the flurry of tax season, along with tax season office hours. As most of you know, during tax season, we add Saturday hours of 9 a.m. to 1 p.m. to our work week for everyone's convenience beginning in early February. Tax season is hectic.

To help you prepare for the inevitable governmental accounting of your yearly income, I have included information about Client Organizers and Deadlines.

### **Client Organizers**

By the third week of January, everyone will have received their Client Organizer. If you requested a hard copy organizer, you will receive it via the U.S. mail or PDF. If you requested an electronic organizer, you will receive an e-mail with instructions to go to our website (www.hainsworthcpa.com) in order to enter your information directly into your electronic organizer online.

The organizer will help you pull together all the necessary information that we need to prepare your 2020 tax returns. Please call our office as soon as possible if you do not receive your hard copy organizer or e-mail notification by January 31st.

For those of you receiving a hard copy organizer, be sure to answer the questionnaire at the front of the booklet and sign the engagement letter. Be aware that if your organizer is returned to us blank, our fee will be increased for the time it takes us to fill it out in order to begin processing your return.

Whether you utilize a hard copy organizer or an electronic organizer, you still need to send in all pertinent backup documentation, W-2s and 1099s for example, before we can begin processing your return. These documents can be sent to us in hard copy or electronically via upload with your organizer. For best quality of documents, we kindly ask you to scan and not take photos. Please ensure that documents are legible prior to uploading. If you are having trouble reading the document; we will also have difficulties. Please do not email tax data files. It is not secure.

It is our goal to assist you in any way we can. Contact us any time you have questions or concerns.

#### Deadlines

As always, there is a deadline for getting your information to us so that we can complete your return in a timely manner. This year the deadline is March 18th.

#### Please be sure to have your organizer and all supporting documents in our office by closing time on March 18th.

Our firm has always employed a "first in, first out" philosophy when

processing returns. We feel that this is the most equitable way to serve our clients. If you'd like to have your return processed early, please strive to deliver your organizer and other information to us just as soon as possible.

While the threat of Covis-19 exists, we are asking both clients and staff who feel unwell or have sick loved ones to refrain from visiting our office. If you have tax documents to deliver or need to communicate with our team, please do so through your client portal, send your documents via USPS, UPS, FedEx or leave them at the drop box located on level P2 in the parking garage.

The deadline for filing Federal tax returns is April 15th. The 2020 state tax returns for Virginia may be filed as late as May 3rd.

## In Closing

Until next time, from all of us to all of you, have a great 2021!



Tug's Tales

I hope everyone had a fun Christmas and Happy Holidays! I like the holiday season because of all the treats I get for Christmas. My parents spend more time at home- which means more play time and even more treats for me!! Believe it or not, Finn and I were swimming as recent as the weekend before Christmas and New Year's weekend. Yes, the water was a bit chilly, but that does not bother us-we love retrieving tennis balls and digging in the sand! I am told I am a good swimmer. I know I am. I am also very good at cleaning up after Finn. My little brother leaves a lot behind when retrieving, he still has so much to learn. Finn and I hope to see you when you stop by to drop off your organizer

or back-up documents, and to give us a treat. Maybe two?

Happy New Year 2021, may it be a great year! Wags, Tug



David N. Hainsworth, C.P.A., P.C. *Financial Counseling and Accounting Services* 

3950 University Drive, Suite 207 Fairfax, VA 22030-3913 Voice: (703) 352-0118 Fax: (703) 352-0120 e-mail: dave@hainsworthcpa.com www.hainsworthcpa.com



Professional Staff David N. Hainsworth, C.P.A., C.F.P. Debra Duffy, C.P.A. Terri John, C.P.A. Debra Yager, C.P.A. Pamela Hainsworth, Staff Accountant Annika Tammiste, Firm Administrator

> <u>Design & Typesetting by</u> Blue Room Studio

The Financial Update is published quarterly by the offices of David N. Hainsworth, C.P.A., P.C. and is designed to provide accurate and authoritative information in regard to the subject matter covered. It is with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services directly from this publication.