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(301) 447-3797 FAX: (301) 447-3755

Dear Client,

2020 is here! I'm happy to see it come – Good-bye to 2019! I hope you are doing well and look forward to seeing you in the next few months. Please read below before scheduling an appointment.

Below are a few discounts I am offering for this tax season:

1. **CANNED FOOD DISCOUNT** - A discount of \$1 per can (**up to 5 cans for \$5**) brought into the office when your tax return is done. The canned goods are donated to the Emmitsburg Food Bank. Last tax season we collected OVER 1,000 items.
2. **REFERRAL PROGRAM** – A check to a client that refers **3 NEW** clients to my office this year. After I have completed the tax returns for the 3 referrals, I will send you a check for \$200.00. All new clients will be asked to fill out a Taxpayer Information Sheet and must fill out your name on the top at “How did you hear about us?”
- 3.

Before calling for your appointment – Please read:

1. **APPOINTMENTS** – We have a variety of appointment times. Our fee includes an average appointment time of 15 minutes. If you need more time, please let us know when setting up your appointment so we can schedule an appropriate time.
2. **QUESTIONNAIRE** – The enclosed questionnaire **MUST** be completed and brought with you to your tax appointment or we cannot meet with you to start your tax return.
3. **ENGAGEMENT LETTER** – The enclosed Engagement Letter **MUST** be read and signed confirming services to be performed. Please bring along for your tax appointment or we cannot meet with you to start your tax return.
4. **PAYMENT** – Payment is due upon receipt of tax return unless a deposit is requested when bringing papers in.
5. **PARKING** – The parking lot in the back will be reserved for employees and tenant only. Please park out on the main street. We have change for the meter if you need some.

To schedule an appointment, call us at **301-447-3797**. Our hours are Monday, Wednesday, & Friday from 8:00 am to 7:00 pm, Tuesday/Thursday 3:00 pm to 7:00 pm, and Saturday 8:00 am to 3:00 pm.

Mileage Rates (cents)	<u>2019</u>	<u>2020</u>
Business	58	57.5
Medical/Moving	20	17
Charity	14	14

My staff and I are looking forward to seeing you during tax season. Keep in mind tax season is a very busy time for us. If you leave a message, we will get back to you ASAP. If you need to speak to me, please understand I will be working around the clock and cannot talk to everyone. The best way to send a question is through email at info@melissawetzelcpa.com.

Keep warm and safe until then,
Melissa M. Wetzel, CPA