



# ROBERT CALZINI

CERTIFIED PUBLIC ACCOUNTANT

439 Lancaster Street  
Leominster, MA 01453  
978.534.1711  
www.bcalcpa.com

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Dear Valued Client,

Happy New Year! I hope everyone is safe and healthy. I am ready to put 2021 behind me and am looking forward to a better 2022. As we approach another tax season, I want to assure you that our goal is to ensure that you receive outstanding client service and have peace of mind knowing that we are giving 100% focus on improving productivity and effectiveness for the benefit of our clients.

We had planned to return to in office appointments this year. However, due to the continued increase in COVID cases we will not be taking appointments this year. In an effort to keep contact to a minimum and ensure the safety of our clients and our staff, we encourage you to use either our drop off, mail, e-fax, or secure web delivery portal to transfer your tax documents. Please visit our website, [www.bcalcpa.com](http://www.bcalcpa.com), and click on the client access tab to securely send your documents via our portal. Please make sure you enter information in all the fields. Under the Company field, please enter "2021 tax information". Please remember to include all W-2s, 1099s, health care forms, etc. along with information about your business if applicable.

In March of 2021, we experienced a critical loss of our servers and related backups. When you send in your tax information for this year, please make sure to include the complete copy of the 2020 tax return we provided you as we are still in the process of rebuilding our database. Due to the loss of our Client Management System, it is imperative that you fill out the tax organizer in its entirety this year. It provides us with valuable information in order to complete your tax returns and allows us to update your contact information.

Please note the following essential information:

- **The tax deadline is April 15, 2022, this year.**
- **Please let us know of any important life changes (birth, marriage, inheritance, etc.).**
- **As a reminder, payment is due on delivery of the tax returns.**

Please send in your information as soon as possible so that we have enough time to prepare the returns. To ensure completion by the filing deadline ALL information must be received by **Friday, APRIL 1, 2022**. If we receive your information after this date, we WILL need to file for an extension.

As in previous years, we will complete your tax return as quickly as possible after receiving all your information.

We thank you for the trust you have placed in us and look forward to a much better 2022!!

Very truly yours,

Robert Calzini, CPA