Dec. 7, 2020

Dear Valued Client,

As we head into the final month of what has been a truly crazy year, we’d like to provide you with several changes for this upcoming tax season and also the steps we plan to take to protect our clients and staff. Unfortunately, Oklahoma is still in the midst of the COVID-19 pandemic, and we’re planning for another unpredictable tax season. If 2020 has taught us anything, it’s the need for flexibility because even the best-laid plans can be null-and-void as new circumstances develop.

Below are steps we’ve outlined to help keep clients and staff safe in our offices.

* **Secure online portal:** Documents can be scanned and securely uploaded to our client portal, so you can avoid physically bringing them into an office. Internet access and a current email address are all you’ll need for us to set up your password-protected portal. If you don’t have one already, please call our office at (580) 237-0060.
* **Curbside pickup and delivery:** Just call us when you arrive at our office, and a friendly staff member will pop out to your car to collect or deliver documents safely.
* **Virtual meetings:** Although we love seeing your faces in person, our offices and team members see a high volume of clients during tax season, which increases everyone’s risk of exposure. Most meetings can take place effectively via phone or video conference, and we’ll happily schedule whichever you choose to go over your personal tax information.
* **Masked meetings:** If you still prefer to meet in person, we highly encourage you (and our staff) to wear a mask out of utmost concern for your safety. If you’ve forgotten to bring one, we’ll have masks available at the front desk.
* **In-depth cleaning:** We will regularly clean communal spaces and frequently touched items as well as provide hand sanitizer.

In many Wymer Brownlee offices, we serve particularly high-risk populations, and we’re grateful for your understanding and cooperation to help keep them safe. We’ll work to prepare your returns as quickly as possible despite ever-changing conditions in our communities, but the sooner we receive your information, the better we can accommodate the work – no matter what changes are to come.

**There are some important changes to consider as you begin gathering information for the 2020 tax season. We’ve outlined key updates and deadlines on the following page, and if you need a little help getting organized, please call our office to request your free tax organizer.**

Tax season should always prompt a review of your complete financial situation. If you don’t currently work with a Wymer Brownlee wealth advisor for holistic planning and budgeting, it’d be our pleasure to make an introduction and help you create a roadmap to pursue your financial goals. Thank you for the trust and confidence you’ve placed in our team. Wishing you a joyful holiday season!

In Gratitude,

Your friends at Wymer Brownlee Wealth Strategies

**Important 2020 Tax Changes**

**CARES Act Provisions**

* If you were not paid the full 2020 stimulus payment, you might be able to capture the additional refundable credit on your tax return. We’ll need to know exactly how much you received in order to reconcile this on your return.
* If you do not itemize, you are allowed a $300 “above the line” deduction for qualified charitable contributions. Please provide receipts to take advantage of this deduction.
* If your business elected to defer payroll taxes for 2020, we will need additional details to prepare your business return.
* Please let us know when you provide your tax information if you took a COVID-related retirement withdrawal.

**Unemployment Benefits**

* If you or anyone on your return received unemployment benefits in 2020 or had a fraudulent claim filed for unemployment benefits, we need to know. You will receive a 1099-G for all unemployment benefits received in 2020, and we’ll need to confirm that the 1099 accurately matches what you were paid.

**Paycheck Protection Program Loans**

* If your business received a PPP loan, please make sure we have all related documentation including details on loan forgiveness.

**Important Deadlines & Documents**

Before we can begin preparing your tax return, we’ll need you to sign and return the following enclosed documents as soon as possible:

* Engagement letter (required)
* Updated client data sheet (required)
* Authorized parties form
* Consent for use form

All tax information is due to us by **March 4** in order to attempt to complete individual returns by the April 15 deadline. Entity returns will be completed as quickly as possible after receipt of your information, but some will require an extension to allow for completion with the individual return. In order to request an extension to file your 2020 return, we must obtain signed authorization from you first

Completed information may be mailed to our office, sent through the online portal, or you may schedule an appointment to review it with a tax advisor in person. Our office is open 8:30 a.m. to 5:30 p.m. Monday through Thursday beginning Jan. 18, but please call in advance so we can ensure a tax professional is available to meet with you. **During tax season, our offices are closed to the public on Fridays so our team can prepare returns with minimal interruptions.**