

Dear Client,

January 7, 2022

Cohick & Associates wishes you a happy and successful 2022. The past two years have been challenging but these tribulations are a reminder of the aspects of life that are actually important. Cohick & Associates is optimistic that 2022 will be prosperous, but we are cognizant of the challenges that persist: inflation, the ongoing pandemic, labor shortages, and so on. With these challenges in mind, Cohick & Associates continues to tailor its services to serve your needs. This letter provides information about the filing process, the enclosed tax data organizers, and other highlights. **Careful completion of the enclosed green Tax Data Organizer and blue Pandemic Relief Form is appreciated.**

Cohick & Associates modified its service to make filing your tax returns safe and easy. All clients have the option to speak with a tax professional as necessary. This conversation can be accomplished by phone or in-person. Please call the office to schedule an appointment along with your preferred method of conversation: phone or in-person. If you receive an annual appointment card but no longer require an appointment, please contact the office. Delivery of your tax documents can occur in one of two convenient ways: drop-off at the front desk or use of the secured drop-off box. The drop-off box is located near the main entrance of the building, accessible 24 hours a day, and checked daily. If you use the drop-off box, please bind your documents and write your name, phone number, and "Cohick & Associates" at the top. You will be contacted when your tax returns are complete.

A green Tax Data Organizer and blue Pandemic Relief Form are enclosed with this letter. It is important for you to review and complete both documents.

Green Tax Data Organizer: Page one of the green Tax Data Organizer requests basic information. Page two and the top of page three request withholding, investment, and retirement information. The bottom of page three and all of page four focus on deductions and credits.

Blue Pandemic Relief Form: The coronavirus pandemic continues to influence income tax policies and governmental relief efforts. In March 2021, the American Rescue Plan (ARP) Act (H.R. 1319) was signed into law to provide federal assistance. The ARP Act, like its predecessor (the CARES Act), is comprehensive legislation that includes a third round Economic Impact Payment (stimulus check), expansion and advance payment of the Child Tax Credit, the continuation of "above-the-line" deductions for charitable contributions, and other initiatives. The enclosed blue Pandemic Relief Form provides additional information about the ARP Act and gathers relevant information.

Your tax return cannot be processed without the information requested on the blue Pandemic Relief Form. Your effort to complete both documents will expedite the filing process.

Please contact our office with any questions or to schedule an appointment with a tax professional.

Sincerely,

Jeffrey S. Cohick, EA Christopher L. Farrands, CPA Shawn L. Bernheisel, EA
Meghan E. Cohick-Eschenmann, CPA Trevor A. Succa, EA Gerald E. Piper, EA