



Greetings,

By now, you should have received our organizer. In order for us to serve you efficiently and minimize your fee, we ask you to send us all supporting documents electronically through ShareFile whenever possible. Please avoid emailing us your confidential information since it is very vulnerable to cyberattacks.

ShareFile is our preferred method to send and receive files securely. Please log in at krostcpas.sharefile.com (if you have an existing Sharefile account with us) or you can click on the link below to upload any documents you wish to send to us.

All necessary information must be received by us no later than March 2nd, 2020. Information not received timely will most likely result in the filing of an extension of time to file your returns. As you can imagine, this time of the year is very busy. While we strive to complete all returns by April 15th, it is not possible when too much of the work is left until the last few weeks. That is why we are asking your help by giving us your tax information as soon as possible by our March 2nd deadline.

Please send us the following information:

Tax Organizer: Unless you have previously informed us that you prefer a paper organizer, we have sent you an electronic tax organizer. Please look for an email that came from eorganizer@lscsoft.com, which contains a link to download your electronic tax organizer. The electronic organizer does not work on MAC computers. Also, it may be blocked from being downloaded by your anti-virus software. If this applies to you, please contact our office to request a paper or pdf organizer. The completed electronic organizer should be returned to taxorganizer@krostcpas.com.

Signed Tax Engagement Letter: This form was included in your organizer package or emailed to you directly. Please make sure it is signed before returning it to us.

Tax Source Documents and Forms: Please be sure you send us all the necessary tax documents and forms needed to prepare your return.

Get started today. [Click here](#) for secure file upload.

We look forward to working with you again this year, and if you have any questions, please feel free to contact our office.

Sincerely,
KROST CPAs & Consultants

Please feel free to contact us if you have any questions or concerns.

[CONTACT US](#)

KROST 790 E Colorado Blvd, Suite 600 Pasadena CA 91101

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