



Dear Client,

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](http://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 1st, 2021. Information not received timely will most likely result in filing 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 for your help by giving us your tax information as soon as possible by our March 1st deadline.

Please send us the following information:

**Tax Organizer:** We have sent you a paper organizer by mail unless you have previously informed us you do not need one. We no longer provide an electronic tax organizer. However, we can send you a pdf version if you prefer. Please contact our office.

**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 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

Contact us if you have any questions or concerns about the tax organizers.

**CONTACT US**

KROST 225 S Lake Ave, Suite 400 Pasadena CA 91101

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