



John Fitzpatrick, CPA
john@pascpas.com

Joseph Wisniewski Jr., CPA
joe@pascpas.com

2021 TAX SEASON UPDATED PROCEDURES

We at Premier Accounting Services, PC CPAs are committed to protecting the health and well-being of our clients and staff. Although we hope that 2021 is not a repeat of 2020, it is believed that we will most likely continue to have the potential for virus transmission. Therefore, we are continuing with adhering to the safety procedures below. Many of you are already familiar with them as they were put in place last tax season at the onset of the pandemic.

For 2021, in place of in-person appointments, your tax documents should be dropped into our locked drop box or uploaded to your secure portal account. The following list details the procedures:

1. We will send a postcard to you in the beginning of January with a date during January, February or March to drop off / mail your tax documents to our office; or upload them to the portal. It is important that we receive your information by that date, in order for our office to prepare and finalize your tax return efficiently.

Please utilize our Locked Drop Box located at the front of the office for delivering any physical documents.

Uploading documents to the client portal can be done at www.premieraccountingpc.com. If you do not know your username or password, you can click "forgot username or password?" to access your username or reset your password.

2. If there are any questions when your tax return is being processed, your accountant/preparer or a staff member will call or email you, and if necessary, schedule a telephone conference or a zoom meeting to go over those questions.

3. Once your tax return is complete, the draft tax return with the authorization form for e-filing (IRS Form 8879) will either be mailed to you, uploaded to our secure portal or we will give you a call to come pick up.

Once you have reviewed the completed tax return, if you have a paper “8879 Authorization to e-file”, sign and either drop in the locked drop box or mail in.

We will also be offering e-signatures for those who would like to sign the 8879 electronically.

Once we receive the signed 8879, we will file your tax return electronically.

4. If you review your tax return and have additional questions or concerns, please contact the office and we will either schedule a telephone conference, communicate through email, or set up a zoom meeting to address those questions or concerns.

5. If circumstances require an in-person meeting, the following protocol will need to be followed:

- A Face mask/shield must be worn at all times in the office while meeting with our staff and accountants.
- Utilize hand sanitizer upon entering and leaving our office.
- We will check your temperature before your meeting.
- Refrain from entering the office if you are experiencing any symptom of the Covid-19 virus (or another illness), including headaches, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting; or have come in close contact to someone with these symptoms in the past 14 days.

As always, anytime you have a question or concern, we are available via telephone at 856-256-0330.