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Dear Tax Client:

We hope that this letter finds you and your family well. The new tax law has kept us busy learning the new law and the new forms. We saw many of you at our tax seminars over the summer and fall and thank you for attending.

You may be wondering if you will be able to itemize your deductions this year with the new tax law's significant increase in the standard deduction. We believe that many will be taking the standard deduction versus itemizing this year but please remember that NYS is not following the federal law. This means that you may be able to itemize for NYS. Since this is the first year, we are recommending that you provide us your usual data and we will determine if you can itemize on NYS.

Our tax team is currently preparing for the 2019 tax filing season and we will begin taking appointments and preparing taxes beginning **Monday, February 4, 2019.** Our regular office hours are Monday through Friday 8:30 a.m. to 4:30 p.m., but we are able to accommodate evenings and Saturdays upon request. You may drop off your tax documents, mail them to our office, or schedule an appointment. If you intend to drop off or pick up your tax documents AFTER our regular office hours or on the weekends, **please make sure we will be in the office**. The best number to reach us after hours is (585) 935-8523.

Enclosed you will find our *Engagement Letter*, *Consent to Use Form (optional)*, *Client Intake Data Sheet*, *Hours and Directions*, and *2018 Tax Year Checklist*. **Please complete and include the yellow sheets when you come for your appointment or drop off your tax documents.**

The tax filing deadline this year is **Monday**, **April 15, 2019**. In order to meet this deadline, our office must receive all tax documents or have your appointment on the schedule no later than **Monday, April 1, 2019**. If received after this date, we <u>may</u> have to file your taxes on extension.

As you gather your documentation this year, remember that many of your tax forms are available online and may no longer be mailed in paper format. We will do our best to remind you of forms that may be missing, <u>if we had them in a prior year</u>. The most common omissions we have seen are: NYS unemployment forms (1099-G), student loan interest forms (1098-E), investment income forms, particularly if you don't receive paper statements, and college tuition statements (1098-T).

Please visit our website at <u>www.highfallsadvisors.com</u> to access additional tax resources and worksheets to help you as you prepare your tax data. From the homepage, select the "Tax Tools" tab under "Client Resources." Also, if you would like a personalized tax organizer e-mailed or mailed to you, please e-mail us at tax@highfallsadvisors.com or call Bob Vay at 585-935-8507.

Thank you so much for your continued business and referrals. We look forward to working with you as we navigate this new tax landscape.

Sincerely,

High Falls Advisors, Inc. Tax Team