180 South Clinton Avenue, Suite 300
Rochester, NY 14604-1933
(*p*) 585.935.5300
(*f*) 585.777.4037
(*e*) info@HighFallsAdvisors.com
HighFallsAdvisors.com

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Dear Tax Client:

We hope that this letter finds you and your family well. As the 2020 tax filing season approaches, we are reaching out to you regarding important dates and information.

The big news this year is the passage of the SECURE Act. This Act was signed into law in late December and will have a major impact on retirement planning for years to come. Notable changes under the new Act are the age increase for the onset of RMDs (required minimum distribution) from 70 ½ to 72 and the elimination of the "stretch" provision for most non-spouse designated beneficiaries. Please watch your email and our website for upcoming seminars on the Act and the future of retirement, tax and estate planning under the new rules.

This year's filing deadline is **Wednesday, April 15, 2020.** Our team will be ready for tax preparations beginning Monday, February 3, 2020, and must receive tax documents or have your appointment on the schedule no later than Wednesday, April 1, 2020. If received after this date, we may have to file your taxes on extension.

In this packet please find our *Engagement Letter*, *Consent to Use Form* (optional), *Client Intake Data Sheet*, *Hours and Directions*, and *2019 Tax-Year Checklist*. **Please complete and include the yellow sheets in your tax documents submission.**

You may deliver or mail your tax documents to our office, or schedule an appointment (please refer to enclosed *Hours and Directions*). **If dropping off or picking up your tax documents OUTSIDE our office hours, please call us in advance at (585) 935-8523 to make sure we will be in the office**.

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, if we had them in a prior year. The most common omissions we have seen are: NYS unemployment forms (1099-G), student loan interest forms (1098-E), retirement income forms (1099-R), particularly if you don't receive paper statements, and college tuition statements (1098-T).

Please visit our website at www.highfallsadvisors.com to access additional tax resources and worksheets to help you prepare your tax data (click "Client Resources" and select "Tax Tools"). If you would like a personalized tax organizer, please e-mail 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 this year.

Sincerely,

High Falls Advisors, Inc. Tax Team