



December 2021

To Our Clients:

We would like to extend to each of you our sincere good wishes for a happy new year and we thank you for your continued patronage. We look forward to making the preparation of your 2021 tax returns as easy as possible.

We would like to remind you of the addition to our client organizer system, **TaxNotebook**. This product allows you to enter organizer data over the web, through the use of CCH-Prosystem's secure servers. You can access this feature through our website [www.ORRPC.com](http://www.ORRPC.com). If this service is of interest to you, please contact our office for additional information.

We would also like to make you aware that we are required to file all personal income tax returns for 2021 electronically unless you specifically direct us that the return should not be filed by electronic means.

Please indicate on the note provided with your engagement letter your preference for receiving your client copy; PDF or paper. Additionally, if you intend on sending us any information that includes any personal identification by email or other electronic means, please contact our office in advance so that we may provide you with a secured link to help protect your privacy.

As your tax preparer, we are considered as a provider of personal services to you. Thus, we are required to disclose to you, on an annual basis, our Firm's Privacy Policy. Enclosed you will find O'Brien, Riley & Ryan's policy and ask you review this and contact us should you have any questions.

We appreciate your cooperation as we start the tax-filing season and look forward to providing services to you in the upcoming year. **Please return your tax engagement letter to us prior to us starting to work on your return.** If you have any questions, please do not hesitate to contact us.

Very truly yours,

*O'Brien, Riley & Ryan, P.C.*

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