

Bradley E Hammel CPA PA

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Phone: (785) 272-6234 | Fax: (785) 272-6231

Dear Valued Client:

December 2020

My staff and I want to thank you again for allowing us to prepare your tax returns in previous years.

During December 2020, we are open M-Th 9-3 and closed Fridays.

Starting January 2021, we will be open M-F 8-5. February 1 to April 15, we will be open M-F 8-6 and Sat 8-noon.

We have a mail slot in the front door, so you can drop off any additional information 24/7.

Your personalized income tax organizers will be available after December 1, 2020. They are very expensive to print and mail, so WE DO NOT automatically mail organizers. If you would like an organizer, just call, or email your request to sarah@bradhammelcpa.com.

We will make appointments at your convenience to answer questions or look over your forms when you drop off your information, and then again to review the results when you pick up your tax returns. We don't complete the returns while you wait because we complete returns in the order received and because we double check every return for accuracy.

Appointments are not required to complete your tax returns. Many clients find that it is more convenient to just drop off the information and pick up their returns at their convenience. My staff or I will call you if we have any questions, concerns, or find some information is missing. When you drop off your information, **PLEASE** be prepared to spend a **few minutes** to confirm all contact information including email addresses.

When you bring your items to us, PLEASE remove your tax information from the envelopes, unfold the documents and **PLEASE, DO NOT** staple any papers. We scan all original documents and staples do not feed properly through a scanner.

We prepare several hundred tax returns, and our time is in very short supply during tax season, so we would ask for your patience and understanding. Our goal is to return phone calls within 24 hours and have your tax returns completed within 7 to 14 days, but due to the heavy volume of activity during tax season, we do not always accomplish those goals.

As in the past, you can pay by cash, check or by using a debit or credit card when you pick up your tax returns.

Thank you again for allowing us to serve you. We are looking forward to serving you during the upcoming tax season and beyond!

Sincerely,

Bradley E Hammel CPA

Bradley E Hammel CPA
brad@bradhammelcpa.com

Sincerely,

Glenda J Hammel

Staff Accountant & Spouse
glenda@bradhammelcpa.com

Sincerely,

Sarah J Hammel

Staff Accountant & Daughter
sarah@bradhammelcpa.com