



Wallace Tax & Accounting Professionals, Inc.  
261 W. 80<sup>th</sup> Place  
Merrillville, IN 46410

November 16, 2021

Dear Valued Client,

We, like most small businesses, have been impacted by the effects of COVID and are having to make difficult decisions that we believe are in the best interest of our clients. Therefore, we are relocating to our 2<sup>nd</sup> Merrillville Office. Please update you records with our contact information.

**Wallace Consulting, LLC/Wallace Tax & Accounting Professionals, Inc.**

7725 Taft Street Phone: (219) 736-1040 or (219) 738-1010  
Merrillville, IN 46410 Fax: (219) 736-7621

Our business hours during tax season will be Monday – Friday 9am – 5pm, Saturdays 9am – 4pm. We will start taking appointments around January 10, 2022. Please wait to make an appointment until you are sure you have all of your necessary documentation. You do not need to make an appointment if you are doing a drop off. You are welcome to scan in your tax documents and email to your preparer. For clients that mail in their documents, please use the address: 7725 Taft Street, Merrillville, IN 46410.

Due to economic changes, there will be a slight increase of tax preparation for the 2021 tax season. The cost for federal and state filing will increase by an average of \$5.00. We will also be eliminating our ACH program, tax preparation can be paid for by cash, check, money order or credit card. Payment is due upon completion of your tax return. Any additional work outside the scope of a tax return will be assessed and charged relevant to the nature of the work needed. This year we are also providing a PDF copy instead of a printed copy for your records, if you are interested in this, please inform your preparer at time of appointment.

Due to staff shortage, we will no longer be providing the service of calling a client to let them know that your return has been accepted, or calling to remind you of your scheduled appointment. If you need an extension to file your 2021 taxes, please give us a call to request.

For the 2021 filing season there are a couple of important items that will need to be included in your preparation. If you have received the advance child tax credit - please provide Letter 6419 “Advance Child Tax Credit” payments. The 3<sup>rd</sup> stimulus amount that everyone received was \$1400.00 per qualifying individual – you should have received Notice 1444-C. For Charitable donations the cap is \$300 individual and \$600 married-filing-joint on a standard tax return. There is no limit on donations if you are itemizing.

We would like to express our continued gratitude and sincere thanks for all the support and cooperation you have given us over the years. We look forward to a continued relationship with you, and wish you all the best in the coming year. If you have any questions, please feel free to contact us at any time.

Sincerely,

Neal Wallace