



January 2023

BKY UPDATES

REMINDER: We are in our NEW building directly behind the old one, in the same parking lot!

IMPORTANT

- You must have your tax information to us by **MARCH 20TH** to **GUARANTEE** that your taxes will be done by **April 18th**
- If you think you may owe and know or think you may need an extension, **YOU** must tell us you want to make a **PAYMENT WITH THE EXTENSION**

NEW Digital Returns

- This year you can decide if you would like a hard, paper copy of your return, or if you would rather have it just as a digital PDF! *Please indicate preference on the taxpayer worksheet!*

NEW Winterville, OH Location

- This past summer, we expanded again by associating with Ossio & Mason, Inc., giving us a third office located at 295 Canton Road in Winterville, OH!
- Tax preparation at this office will be by drop off only
- Location hours can be found on Facebook or our website

Continued COVID Protocol

- Masks are encouraged but not required
- **If you are sick by any means, please do not come into the office!** We can mail your return back to you or reschedule appointments if needed

Dear Valued Client,

Happy New Year! We hope that you and your family have remained safe and healthy through the holiday season. Like last year, we will still be offering individual appointments but only on select days, while highly encouraging our drop off services. Appointments will be offered Tuesdays, Wednesdays, Thursdays, and Saturdays with varying time slots between Bill and Kim. Please remember to think about the necessity of an appointment so we can make sure those who absolutely need one are able to schedule! We are now scheduling appointments beginning Tuesday, January 31, 2023. No appointment is necessary for drop off services, which will begin on Monday, January 23, 2023. However, please note that we will not be able to begin filing returns until Monday, January 30, 2023. *Please read the side bar for important updates and continued COVID protocol!*

Russellton Office Hours beginning January 23, 2023:

Monday – Friday: 9am – 7pm

Saturday: 9am – 3pm

For **all** clients, please complete the enclosed worksheet and bring it with you for this year's filing. Please **do not mail** this worksheet to us! **The worksheet included is for returning clients** (a new client version can be found on our website if you will be referring anyone new). Filing this out is **required** and helps us streamline the preparation process.

A few final reminders: Please include your Driver's License or state issued ID information on the worksheet. This is a requirement for electronic filing returns so we will **NOT** be able to do so without this information. As always, payment must be received prior to electronically filing your return. Lastly, there will be a \$10 postal charge for anyone who wishes to have their return mailed to them upon completion.

Please call us with questions and check out our Facebook page or website for more information and details! We look forward to seeing you in the coming months!

-Bill & Kim