



6406 Michigan Ave  
Detroit, MI. 48210  
Office: 313-896-7007  
Fax: 313-896-0200

Dear Client:

Well, where to begin! So much has happened in the last year. Of course, there have been changes to the tax code, including the new Rebate Recovery Credit, Child Tax Credit and Dependent care credit, just to name a few. The Rebate Recovery Credit is based on the amount that you received from your 3rd Economic Impact Payment (EIP/ 3<sup>rd</sup> stimulus check). This was issued between March and December 2021. The IRS will begin issuing Letter 6475, “Your Third Economic Impact Payment”, in late January. If you do not have this form, you will need to know the amount that you received in order to complete your return. Also, the IRS will send Letter 6419 for the Advance Child Tax Credit (CTC), starting late December 2021 and continuing into January 2022. The letter will include the total amount of advance Child Tax Credit payments taxpayers received in 2021, and the number of qualifying children used to calculate the advance payments. NOTE: IF YOU DO NOT PROVIDE THE CORRECT AMOUNT(S) FOR THE EIP AND/OR ADVANCED CTC, THIS WILL CAUSE A DELAY IN RECEIVING YOUR REFUND.

There have also been many other changes, including a \$300 per taxpayer cash charitable donation that is deductible without itemizing deductions. For businesses, it appears that when all is said and done, the PPP loans that have been forgiven, or you expect to have forgiven will not be taxable. Other COVID relief grants may or may not be taxable. Please note, we are **no longer accepting any drop offs of any kind** to file income taxes. We will be happy for file an extension for you on your request, but we do not file extension automatically. You will then need to make an appointment with us after tax season to file your income taxes by October 15, 2022.

Once again, returns with Earned Income Credit, Child Tax Credit, and Education Credits will not be issued refunds by the IRS until February 15th, so please be patient if you file early. Everyone can check the status of their refund at the [WWW.IRS.GOV](http://WWW.IRS.GOV) and clicking on [Where’s My Refund](#).

Please visit our [website](#) to download any organizers prior to coming in to have your taxes prepared. Our phone and fax numbers are listed at the top of the letterhead. As always, we appreciate your referrals. We are open Monday to Saturday 8am-6pm and Sundays from 8am – noon. We would invite you to find us on Google and Facebook and give us a review. I hope that you have had a good year, and we are looking forward to serving you again this year.

Sincerely,

Swan R. Jungovic

## IMPORTANT!

The security of your personal information is extremely important to you, and it is for us as well. Swan Income Tax has adopted a “no click policy” which means that we will not open attachments in emails. If you wish to send us forms electronically, you will need to send it through our client portal, which is secure, or fax it to us. If you want to use the portal, please call or email for an invitation. If you need a form sent to you electronically, the same procedure will apply. While we understand that this may cause some inconvenience, it is considered the best practice in the tax preparation business today, and it is meant to keep your identity safe, and attachments to emails are the largest source of identity theft.

*You can feel free to send us an email with any information (but no attachments) and know that it is secure but remember that while anything you send will be secure in our possession, if your email is a free email account, we can't be certain that your side will be secure.*

### Reminders:

- If you purchased, refinanced, or sold your home or other property in 2021, bring in your closing papers.
- If you or your dependents were enrolled in college courses in 2021, bring in your 1098T. Ensure that the student gets a copy of this to you if the student is your dependent, as they are the only one that can access this form in their online student account with the university.
- We continue to have problems with Dependent Children filing their own returns and claiming themselves. This will result in issues filing your own return claiming them, so **PLEASE DO NOT** let them file before you do.
- Business, gig work (Doordash, Uber, etc.), and rental returns are required to provide their own accounting of their business income and expenses, **including mileage logs or records**. Please come prepared with your profit/loss statements.

### Privacy Policy

We collect nonpublic information about you from the following sources:

- 1) Information we receive from you on applications, worksheets and other forms,
- 2) Information about your transactions with us, our affiliates or others, and
- 3) Information we receive from a consumer reporting agency.

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as required by law.

We restrict access to nonpublic personal information about you to those members of our firm who need to know that information in order to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.