Varty, Matey & Turner, P.C. **Certified Public Accountants**
3745 Monroe, Dearborn, MI 48124 **Phone (313) 563-3335, Fax (313) 563-8441**

Dear Client:

Our annual electronic mailing for 2026 consists of the following enclosures:

1) Client Organizer. The 2026 Tax Organizer is designed to help you gather the information needed to prepare your 2026 personal tax returns. **You do not need to print the organizer and return with your tax documents.**

2) E-File and Direct Deposit Authorization. Please return this form when you submit your tax documents. **As a reminder, we are not allowed, nor will we, electronically file your tax return until Form 8879, which is generated upon completion of your tax return, and the engagement letter are signed and returned to our office.** These signed forms can be e-mailed back to our office as we do not have to have the originals.

3) Client Questionnaire. Please answer all questions and attach a statement if necessary to provide detailed information. Please return the questionnaire with your 2026 tax documents as this does provide valuable information to our tax preparers when completing your return. **Please do not mail this document in advance.**

4) Tax Information Summaries. Information can be viewed on our website at **www.vartycpa.com** under Tax Center.

5) Engagement Letter. We are required to obtain engagement letters for all of our services. Included in this package is the letter for the 2026 tax returns. Please return it with your 2026 tax documents. **Please do not mail this document in advance.**

6) Sending Documentation Electronically. If you have documentation that you would like to submit electronically, we will request you submit documents through our website using File Transfer.

7) Include our Firm Phone Number in your contact list. It has come to our attention that our firm phone number is not displaying properly on clients' Caller ID. We would recommend adding our firm name and phone number to your contact list to avoid delays in completing your return and picking up returns.

Due to the ever-increasing threats of identity theft our firm will NO longer forward tax returns or other sensitive documents to a third party even, if given permission by you to send. We continue to see an increase in theft over the past several years and feel in order to better protect our clients from information getting into the wrong hands it will ONLY be sent to the client upon request.

Please provide us with your tax information as soon as possible as **tax information received after March 15, 2027, will be put on extension.** If there will be a delay in the processing of some of your documents (such as Partnership K-1's or corrected 1099's), please provide us with the rest of your information as soon as it is available. These missing items will not cause your tax return to go on extension if all other tax documents were in our office prior to this date. If you will be unavailable for an extended period of time or, if your return is required by a certain date, please let us know so that we can accommodate you.

Best wishes for the holiday season and thank you for the opportunity to serve you.

Sincerely,

Varty, Matey, & Turner, P.C.