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Suite 210
Sylvania, OH 43560
tel 419.885.8338
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January 2026

Dear Valued Client:

To ensure efficient service this tax season, please follow these guidelines when submitting your documents:

- Open all mail and remove from envelopes.
- Remove staples and paper clips.
- Avoid dividers, page protectors, and Post-it notes.
- Write notes for your tax advisor on full-size sheets of paper.
- Organize documents in a folder or accordion file.
- Place small receipts in an envelope.

If we do not receive your information before **March 6**, we cannot assure you that your tax returns will be completed in time for you to file by April 15. In that event, we will consult with you regarding tax payments and extension requests required to extend the due date of your tax returns. If your tax returns are extended, and we do not receive your complete information before **September 8**, we cannot assure you that your tax returns will be completed in time for you to file by the extended due date. In that event, penalties and interest may apply for which we will not assume responsibility.

Your cooperation helps us maintain efficiency and accuracy. If you have any questions, contact me at lbrookover@gbq.com or 614.947.5296. Thank you!

Sincerely,

A handwritten signature in blue ink that reads 'Liz Brookover'.

Liz Brookover
Tax Operations Manager