



MULLEN & SONDBERG  
WIMBISH & STONE, P.A.  
CERTIFIED PUBLIC ACCOUNTANTS

888 Bestgate Road • Suite 310 • Annapolis, Maryland 21401

## 2021 Tax Preparation Acknowledgement Form

By signing below, I (we) confirm that I (we) have read, understand, and agree with the terms and conditions of the MSWS 2021 Individual Tax Engagement Letter.

Taxpayer: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse (if joint return): \_\_\_\_\_ Date: \_\_\_\_\_

### Please complete the following information:

Full Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Taxpayer Phone Number: \_\_\_\_\_ Spouse Phone Number: \_\_\_\_\_

Taxpayer Email Address: \_\_\_\_\_

Spouse Email Address: \_\_\_\_\_

### Indicate your preferred tax return delivery method (circle one):

1. MSWS Secure Portal: You will receive email with instructions to complete the filing process.
2. Electronic Signature (ESign): Review and sign your tax return electronically.
3. Mail/FedEx
4. Pickup

Check here if you would like to receive your invoice via email.

You can also pay your invoice by visiting our website and selecting "Pay Your Bill."

### Important 2021 Tax Preparation Reminders:

If you qualified and received 2021 Stimulus Payment(s) or Advance Child Tax Credit Payment(s), we will need the following letter(s) sent to you by the IRS in early 2022. If you did not receive your letter(s), please visit IRS.gov or our website for additional guidance.

- IRS Letter 6475 – Confirms total amount received of your third Economic Impact Payment(s)
- IRS Letter 6419 – Confirms total amount received of your Advance Child Tax Credit payment(s)

We must receive all information to prepare your returns by March 25, 2022, to ensure that your returns will be completed by the April 18, 2022 federal filing deadline. If you have additional filing requirements (dependents, gift tax returns, FBAR, etc.), provide that information and we will contact you if a separate engagement letter is required.

[www.mswwpa.com](http://www.mswwpa.com)

410-224-4920

410-224-4927 (fax)