

The Charlesworth Chronicle

Annual client update, tax tips and investment* ideas from
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2021 Edition Charlesworth.CPA

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It's a new year. With all the craziness of 2020, including a seemingly never-ending tax season, we are able to list several positives. The "Top 10" are summarized here and will be expounded upon in the next pages.



Top 10 New Items of 2020 Around Our Office

10. 219-733-2039 has been converted to receive texts.
9. Remodeled supply and return processing room.
8. Remote working for our staff.
7. Electronic invoices and increased payment options.
6. Electronic organizers
5. SmartVault enhancements, including an iPhone app.
4. DocuSign for signing tax forms.
3. Electronic Engagement Letter with link for signing.
2. Link for gathering new client information!
1. and the most new exciting thing is our new website...

Charlesworth.CPA

Valparaiso office hours

2000 Comeford Rd, Suite 1
February 1 ~ April 14th
Mon, Wed & Fri 9 to 4pm
Tues & Thurs 9am to 6pm
or by appointment

Non-tax season Valpo hours

Tues, Wed & Thurs
9 to 4 or by appointment

Wanatah office hours

are by appointment only



1. Charlesworth.CPA

Our new website will let you and potential new clients know more about us and our procedures. It has a “**Client Portal**” tab with a direct link to easier login to **SmartVault**. The **Resources** page has a list of what to bring for your tax prep, situations when you should call us throughout the year and links to numerous tax and financial resources including short videos. A link to **The Pennsy Depot Banquet Room** on the **Room Rental** tab. Our Tax Clients will receive a reduced rate on bookings.

2. For new clients, we have an **Electronic Fact Gathering sheet** to easily send us basic information. Tell your referrals to see “**New Clients Start Here**” on the **Charlesworth.CPA** website.

3. In the past, this mailing would include an **Engagement Letter** and **Questionnaire**. The **Resources** page of the website contains a link for the **Engagement Letter** with a few questions. [Watch your email for a link.](#)

4. **DocuSign** is a paperless way to sign your income tax releases to electronically file if you do not print, scan, sign and upload forms.

5. Your return can be reviewed, printed and shared from your secure **SmartVault** account. Our website gives instructions for a SmartVault **iPhone** app as well as Android info and how to take a picture of your documents, convert to a .pdf file (preferred) and send to us.

6. We are trying to save trees! Your **Organizer** can be found in **TY20** (tax year) of your secure **SmartVault**.

7. Payments for our tax prep services can be made online in a variety of ways.

8. In just a few short days, with new methods developing daily, we readied our staff for remote working. New technology was implemented in the fall to make this simpler and secure.

9. Our processing room now has cabinet storage and larger workspace for processing returns. We try and utilize clients whenever possible.

10. Clients can now **text** us at **219-733-2039**. Although we prefer your documents be uploaded directly to your SmartVault account, you may send us info via text.

Thanks to all who helped the **Red Cross** collect 28 units of blood at our 1st ever blood drive. Up to 74 lives can be helped. We’ve scheduled our next **blood drive for April 29**.

A big question is....

Do you need a paper copy of your return?

It has been said that during the first two months of lockdown, Americans leaped forward five years in their use of technology. We believe that to be true. Many new users of SmartVault really liked its ease of use. As this goes to print, we still have more than 40 2019 printed returns in our office that are paid, signed electronically and filed. With our portal, everyone has access to their return, but also scanned source documents 24/7. No more bulky paper to be filed. You can also copy the pdf directly to your own computer or securely share it with bankers, lawyers, etc. On the **Engagement Letter Questionnaire**, please answer **NO** if an electronic copy of your return is enough and a paper copy is not necessary.

To better serve all clients, our Valpo office has set hours (see front) and is accessible. Wanatah clients may continue to drop info in the front porch box as in the past. However, clients will be notified and may pick up returns (if a paper copy is sought) at their own convenience at our Valpo office at the corner of Sturdy Road and Comeford Road, south of US 30.



Organize Your Information ~
Recycle the Rest
Please **DO NOT**

STAPLE any documents together or to the organizer. Please remove tax documents from the envelopes, **recycle** envelopes and fillers.

Using your 2019 income tax return as a guide, gather pertinent tax papers for 2020, add any additional or new information, and upload the information to our portal, mail or drop off your tax documents.

If information is received after March 10, it may be necessary to put your return on extension.

Social distancing and masks are required in our office. In order to keep our staff and clients safe, we are kindly asking that the engagement letter and questions be filled out in advance and drop offs be brief. Watch you email for the engagement letter link.



If you would like to have curbside service, please call us when you are in the parking lot and we would be happy to run out.

Clients that have the ability to sign efile forms and pay electronically before coming to our office for paper return pick ups are appreciated.

Income Tax Update

This Chronicle can't begin to list changes brought on by the pandemic, CARES Act and more. Briefly, many taxpayers received an Economic Impact Payment (stimulus check). It is **NOT** taxable, however, we do need to know the amount received to reconcile it on your return. Another highlight is the above the line donation deduction for 2020 is extended into 2021. Let us know if you made charitable contributions of up to \$300 single, \$600 joint. You'll want to do that in 2021 as well. We tried to let clients know updates via email and Facebook. We will continue to do so in the future.

SmartVault is an online platform for managing and securely sharing files and all clients are encouraged to use it. It can easily and securely be accessed from the **Charlesworth.CPA Client Portal** page. You may upload your 2020 documents as well as view and print your 2017 - 2020 income tax returns and source documents. If you have not yet tried SmartVault and would like to get started, email MaryWherrett22@gmail.com



Thank you for your understanding as we navigate these uncertain times together and learn new processes. We appreciate your business and loyalty! We are welcoming new clients. Thank you for your referrals.



"Like" Charlesworth Financial Services on Facebook
For College, Retirement & Income Tax Planning Tips;
Ideas to Help You Reach your Financial Goals;
Fun Facts; Community News and More
And "Like" The Pennsy Depot Banquet Room, too!

*Juli Charlesworth, Registered Representative
Charlesworth.CPA 219-531-9519
College and Retirement Planning, IRAs*, 529 Plans*
Mutual Funds*, Variable* and Fixed Annuities,
Income Tax Planning and Preparation
Small Business Consulting, Financial Services
Life Insurance, Long Term Care Insurance*

*Securities offered through AvantaxSM, Member FINRA, SIPC, Insurance services offered through an Avantax affiliated insurance agency. Investments & Insurance Products: Not FDIC Insured – No Bank Guarantee – May Lose Value. Units of the 529 plan investment options are municipal securities and may be subject to market value fluctuation. Before investing in a state specific 529 plan, you should compare your own state's qualified tuition program and any state tax or other advantages it may provide. SmartVault can only be used for tax related documents.