

WOJESKI & COMPANY CPA'S, PC
159 WOLF RD
ALBANY, NY 12205
518-477-1102

March 22, 2022

Thomas R. Poole
22 Wisconsin Ave
Rensselaer, NY 12144

Dear Tom:

Enclosed are your 2021 income tax returns.

Specific filing instructions are as follows.

FEDERAL INCOME TAX RETURN:

This return has qualified for electronic filing and the practitioner PIN program has been elected. After reviewing the return for completeness and accuracy, please sign and return Form 8879 to our office. We will then transmit your return electronically to the IRS, and no further action is required. Return federal Form 8879 to us by April 18, 2022.

Your check for \$2,273, payable to the United States Treasury, must be paid by April 18, 2022. Be sure to include your payment with Form 1040-V, Form 1040 Payment Voucher. Include your social security number, daytime phone number, and the words "2021 Form 1040" on your check.

Mail to - Internal Revenue Service Center
P.O. Box 931000
Louisville, KY 40293-1000

NEW YORK INCOME TAX RETURN:

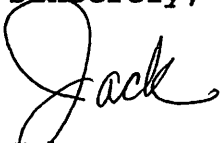
This return has qualified for electronic filing. After you have reviewed your return for completeness and accuracy, please sign, date and return Form TR-579-IT to our office. We will then transmit your return electronically to the NY Tax Dept, and no further action is required. Do not mail the paper copy of the return to the NY Tax Dept. Return Form TR-579-IT to us by April 18, 2022.

Your check for \$2,242, payable to New York State Income Tax, must be mailed by April 18, 2022. Be sure to attach your payment to New York Form IT-201-V, Payment Voucher. Include your social security number and the words "2021 Income Tax" on your check.

Mail to - NYS Personal Income Tax
Processing Center
P.O. Box 4124
Binghamton, NY 13902-4124

Your copies of the returns are enclosed for your files. We suggest that you retain these copies indefinitely.

Sincerely,

A handwritten signature in cursive script that reads "Jack". The signature is written in black ink and is positioned above the typed name.

John E. Dzurilla, CPA
Senior Manager

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PRIVACY POLICY

CPAs, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

TYPES OF NONPUBLIC PERSONAL INFORMATION WE COLLECT

We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization.

PARTIES TO WHOM WE DISCLOSE INFORMATION

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees and, in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER CLIENTS' INFORMATION

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

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