

## A TAD MORE FOR THE 2010 SEASON

- ◆ *Web Site.* We will update our web site later this year for the new decade [www.zaffore.com](http://www.zaffore.com). But - for now it is up and running and fully functional. Please take a minute to check it out.

### NEW STUFF:

- ◆ **LOGIN.** Clients will receive login information as tax season rolls along. You will be able to access two years of tax returns and other of your info on line whenever and wherever you want it.
- ◆ **BLOG.** "The Daily Dollar" made its debut in December 2009. We are adding stuff almost daily. And we are still trying to learn how to use the blog itself. If you have topics you'd like to see discussed, drop us an email. "The Daily Dollar" takes the place of ZMail.
- ◆ **CALCULATORS - A LOT OF THEM.** We will be adding a long list of calculators to our web site later this spring. We'll let you know when.
- ◆ **Other good stuff:** annotated links to a variety of sites including the IRS, Social Security Administration, the Secretary of State, and a host of business and personal finance sites; articles for small businesses, investments, personal finance. We will be adding new content throughout 2010, as usual.

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- ◆ ***E-Mail.*** We check our e-mail often during tax season, so feel free to communicate with us that way (sometimes easier than calling). Our staff e-mail addresses: (the old one on AOL works, too—I just don't check it often: [kzaffore@aol.com](mailto:kzaffore@aol.com))
  - Kathy Zaffore, CPA [kathyz@zaffore.com](mailto:kathyz@zaffore.com)
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- ◆ ***PORTAL.*** Your copy of your federal and state tax returns will be **POSTED** to our secure web site portal this year - **NEW**. You will get instructions to open the file on any computer—it is easy. And very convenient for you, especially since we will no longer be able to forward your returns to third party users (mortgage companies, for example). **If you don't have a computer, let us know.** We will run a paper copy for you.
  
- ◆ ***The Official Client Mail Box.*** It is a real mailbox, painted brown, complete with a red flag. It is located at the top of the stone stairs coming down to the office. Feel free to use the client mailbox to drop off and pick up documents. Please do not leave stuff in the real mailbox on the street - the post lady gets, well, postal.

***Directions.*** Remember -- Pinery Parkway is a circle drive, making a complete loop from Parker Road at south and north ends of The Pinery. Call for a map. Tax season is bad enough. Don't wander in the dark and the cold. **AND PLEASE WATCH FOR DEER ON THE ROAD - WE ARE TALKING \*HERDS OF DEER\***

And I have seen elk over in Pradera, just southwest of the Pinery...yikes.

- ♦ *Shred-O-Rama. For inactive clients (ie those we have not heard from or talked to for AT LEAST 3 YEARS): WE SHRED YOUR DOCUMENTS AFTER 4 YEARS. WE DO NOT CONTACT YOU AHEAD OF TIME. IF YOU ARE NOT RETURNING TO OUR FIRM AND WOULD LIKE TO HAVE YOUR FILES, CALL OR EMAIL IMMEDIATELY. WE CANNOT KEEP FILES INDEFINITELY - THERE ARE JUST NO STORAGE UNITS BIG ENOUGH FOR THAT ;).*  
*THANKS FOR YOUR COOPERATION.*

**EMAIL DISCLAIMER.** To comply with some very difficult laws, we are forced to write a disclaimer at the end of every email that includes tax information. We apologize for the verbiage, but it is necessary.

**Emergency Lists (totally unrelated topic)!!** Please consider keeping an emergency workers' list in plain sight. Put on that list:

- ✓ Emergency phone numbers to reach not only you, but friends, neighbors, relatives.
- ✓ Names of children and who should be contacted to care for them temporarily in case you are incapacitated (to avoid Social Services showing up)
- ✓ Names of pets (and where to find them) and who should be contacted in case you are incapacitated (to avoid the Dog Catcher)

Don't forget to tell your friends, neighbors, relatives that you have used their name as an emergency contact!! (this is pretty important)