



**GITTELMAN  
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January 27, 2022

**Delivery of 2021 Tax Returns**

Dear Client:

You should have received an email introducing and inviting you to setup your SmartVault portal account **For the 2021 tax filing, your copy of the 2021 tax return will be uploaded into the secure portal for your review and for future access. Unless requested to do so by you, we will not be sending returns by mail. Once the return is uploaded, you will receive an email informing you of such.**

In addition, feel free to upload any additional support documents you might want to store for future reference in your section of the portal.

If you prefer not to use SmartVault, you must send a request to have your return mailed or sent via secure email outside of SmartVault. Requests for this should be emailed to [Donna Swiatek](#) or [Yessica Herrera](#)

**The 2021 return that is uploaded will include detailed instructions on payments that are due for 2021 and 2022 estimated tax payments. It will be your responsibility to review the instructions carefully and to print and mail all required payments before their due dates. You can also make payments online using the IRS website, [www.IRS.gov](http://www.irs.gov). State and city payments can often be made online as well. We can also arrange to have your payments and refunds handled electronically by our tax program if you request that we do so and you upload your bank information into SmartVault.**

If you have any questions on the above, please feel free to contact Donna Swiatek via email at [dswiatek@gittco.com](mailto:dswiatek@gittco.com) or Yessica Herrera at [yherrera@gittco.com](mailto:yherrera@gittco.com)

Thank you for your cooperation as we modernize our technology to provide greater service to our clients.  
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