



**GITTELMAN  
& company, p.c.**

- CERTIFIED PUBLIC ACCOUNTANTS
- MANAGEMENT CONSULTANTS

*"Tomorrow's knowledge today"*

300 Colfax Avenue  
Clifton, NJ 07013  
correspondence:  
P.O. Box 2369  
Clifton, NJ 07015-2369

(973) 778-8885  
(212) 477-3555  
Fax (973) 778-0140  
E-mail: [info@gittco.com](mailto:info@gittco.com)  
www: <http://www.gittco.com>

April 05, 2022

Dear Clients,

As we wind down the initial tax filing season, **it has come to our attention that those clients that have received copies of the 2021 tax return though e-signature utilizing DocuSign did not include a client instruction letter which summarizes tax payments and refunds.** Although payment vouchers were included, it is important that you check the tax returns carefully to see what payments, if any, are required before April 18, 2022.

**We have subsequently corrected this problem. All clients receiving e-Signature will now include client instruction letters.**

For those clients that have access to our SmartVault, client copies of the tax returns include the instruction letters. The returns can be located under the folder "Client Tax Returns". This is the best method for reviewing a complete copy of your 2021 tax return. We urge clients that are not currently using SmartVault to consider using it. If you need assistance, please contact [Yessica Herrera](#) at 973-778-8885 ext. 117

For those clients that would like to receive their tax instruction letter electronically, please feel free to contact [Yessica](#).

We are sorry for any inconvenience.

GITTELMAN & COMPANY PC