

# Kevin R. Minkoff

Certified Public Accountant

a Professional Corporation

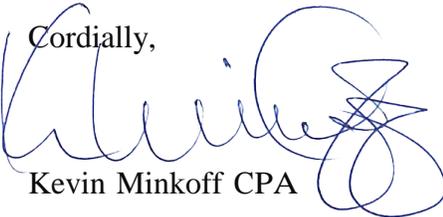
January 18, 2019

Income tax time is here! We can provide you with an electronic or a printed income tax organizer packet to assist you in gathering information for your 2018 tax returns. Whether you use our income tax organizer or not, there is a tax questionnaire that must be completed and returned to us. We may ask you to complete one or more additional questionnaires depending on your circumstances.

If you were a client of ours last year, certain lines in the income tax organizer will contain information from last year's return. You do not need to change the dollar amounts from last year; these figures are provided for reference only.

Bring all supporting documents, including W-2 and 1099 statements, to your tax-preparation appointment. We appreciate your trust in our business. Contact our office at (503) 252-3988 if you have any questions or need additional information.

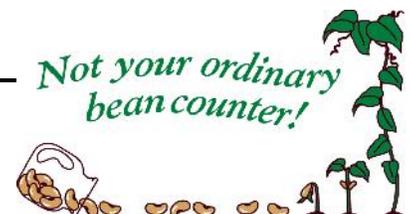
Cordially,



Kevin Minkoff CPA

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12508 NE Halsey St. N Portland, OR 97230  
503-252-3988 \* Fax 255-2247 \* [tax@nyobc.com](mailto:tax@nyobc.com)



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Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

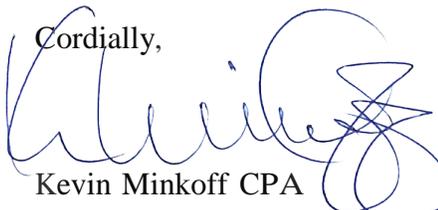
- ) Interviews regarding your tax situation
- ) Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- ) Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT, 1099-DIV, and stock transactions.

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (503)252-3988.

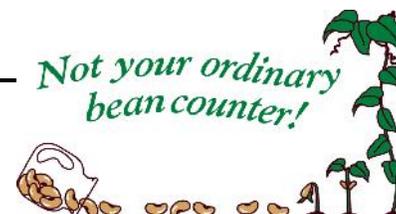
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