



January 2026

Dear Client,

We hope this message finds you in good health and good spirits. As we look ahead to 2026, it's time to begin preparing for the upcoming tax season. We want to sincerely thank you for your patience and continued trust as we've been hard at work getting ready for the 2025 Tax Season. Our commitment remains the same; providing you with caring, reliable support to help you navigate this year's tax filings as smoothly and stress-free as possible.

Important Business Operations Update

We are pleased to share an important update regarding the continued growth and stability of C & C Tax Service LLC.

The year 2025 has been one of meaningful progress for our firm. With the dedicated leadership of Victoria and Amrit, our operations have strengthened, and our commitment to delivering exceptional service remains unwavering. Their contributions have been essential to the success of our organization.

After thoughtful consideration, Steve made a personal decision to relocate to Florida in November. Please be rest assured that this transition will not affect the quality, consistency, or availability of the services you rely on.

Our Maryland office will remain the central hub of operations.

- **Victoria** will continue in her role as **Operations Manager**, overseeing the day-to-day administration and ensuring a seamless client experience.
- **Amrit** will continue to serve as **Team Manager**, providing leadership to our staff, clients, and maintaining our high service standards.

Their professionalism and dedication have positioned them as key leaders in the future of C & C Tax Service LLC.

Steve will remain actively involved in the business as a **Tax Advisory Consultant**, continuing to support clients and our team as needed.

Linda will continue in Maryland to support specific clients as their **Tax Accountant**.

Technologies for a Streamlined Process

We continue to prioritize safety and compliance while working efficiently through the same systems as last year, outlined below.

- **ClientFlow (Client Portal)**: Used for securely uploading documents and files. Click [here](#) for instructions on using ClientFlow.
- **SafeSend**: Used to deliver tax returns for your review and electronic signature.
- **Ignition**: Used for engagement letters, invoicing, and secure payment processing.

Important Documentation

To help streamline the inclusion of necessary documents with your tax submission, we highly recommend using the ['1040 Documents Checklist'](#). As a reminder the engagement letter will be provided upon completion of your tax return, along with an invoice for services and a method for electronic payment via the Ignition system.



The [‘Questionnaire’](#) must be completed and submitted along with your tax documentation. **It is IMPORTANT to answer all questions thoroughly.** Please note the questionnaire may not cover all the information needed to complete your return, so be sure to reference the [‘2025 Tax Update’](#) for additional details.

Additionally, **ALL CLIENTS** must provide a copy of the taxpayer and spouse’s Driver’s License or Valid ID **only if newly issued or renewed after December 31, 2024.**

Delays Due to Incomplete Documentation

Please be aware that incomplete or missing documentation may delay the processing of your tax return. If your documents are incomplete and receipts are provided, a surcharge fee may apply. Please summarize your receipts and retain them for your records.

Processing your return will begin once we have confirmed receipt of all required documentation.

Submitting Your Documents

We offer several convenient ways to submit your tax documents, but please choose **only one method**:

- [Client Portal](#) via “*ClientFlow*,”
- **U.S. Mail**
- **Drop-off Service** (no appointment required): Our secure drop-off box is available Monday through Friday from 8 AM to 6 PM and Saturdays from 8 AM to 2 PM.

We request you keep your original source documents and **provide us with copies.**

Important Deadlines

We kindly request that you provide your tax information to us by **Monday, March 9, 2026.** A timely submission will help minimize the likelihood of needing to file an extension. **After Monday, April 6, 2026,** we will not be able to accept any documentation for filing an extension. We **DO NOT** automatically file tax extensions for clients. **You must notify us** in writing or email if you want us to file an extension.

Security Reminder

We do not accept attachments sent via email. This policy is in place to ensure the highest level of security, utilizing the latest software to help prevent identity theft and minimize the risk of security breaches.

Please exercise caution and refrain from responding to any emails or phone calls claiming to be from the IRS. These are scams that are becoming increasingly common. Remember, the IRS **only** initiates contact through **U.S. mail.** Protect your personal information and be vigilant against fraudulent attempts.

Rest assured, we are committed to utilizing our top resources to deliver prompt, comprehensive, and accurate service while working to minimize your tax liability within legal limits. We truly appreciate your trust in C & C Tax Service, and we look forward to assisting you this tax season.

If you have any questions or need assistance, please contact our office at **301-362-9083** or email staff@candctax.com.

Sincerely,

Steven M. Comings CPA

Linda M. Holiman CPA