



SMITH FINANCIAL SERVICE  
1492 Main St, 1st Fl  
Rahway, New Jersey 07065

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January 18, 2022

Welcome to Tax Season 2022!

The office will open for our seasonal hours Monday, January 24<sup>th</sup>.

We would like to thank you for your continued support. Your trust means the world to us. You are greatly appreciated.

To keep up with IRS requirements on data security, I hired a consulting firm to analyze our office procedures. As a result, we will no longer accept paperwork via e-mail or fax. We have partnered with SmartVault, a platform for managing and securely sharing files. You will receive an email from SmartVault and Smith Financial Service inviting you to access your vault. Once you have accessed your vault, you can upload your tax documents to send to us and we will send your completed return via your vault. We must have a current email address to create the vault and send you the link. Please contact the office to update your email address or go to our website ([smithfinancialservice.com](http://smithfinancialservice.com)) and update your email address on the personal info page. Contact the office if you have any questions regarding Smart Vault. While we will continue to accept your paperwork via drop off this year, the industry trend is moving toward this type of secure data sharing. I urge you to use SmartVault if you can.

We have enrolled in e-signature with our tax software. We will no longer mail, email, fax or text, form 8879 for your signatures. E-signature will expedite the signing process by allowing you to sign and return your form electronically upon receipt and review of your tax return.

We have made these security changes in accordance with IRS suggestions to secure your data and help prevent identity theft and fraud. Of course, this comes at significant cost, and we must adjust our fee schedule to absorb some of the cost. Please visit our website mentioned above to review the 2022 fee schedule.

The Covid-19 protocols remain the same. A mask or face shield is required upon entry and must be worn while in the office. We ask that you call to schedule your drop off and pick up as only one client (family) will be admitted to the office at a time. Please call upon arrival for your appointment. You may be asked to wait a short time if another client is in the office. These procedures are in place to protect clients and staff and we appreciate your patience and compliance.

Thank you again for your continued support and trust in us. We strive to earn and keep it.

Best regards,

Dennis T Smith, II  
Smith Financial Service