



JAMIE THORNBURG, CPA, PLLC
CERTIFIED PUBLIC ACCOUNTANT

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Dear Client,

We hope this message finds you well and that you're looking forward to a wonderful year ahead. As tax season approaches, we wanted to share a few updates to help make gathering and submitting your documents as smooth and stress-free as possible.

When you have all your tax documents ready, you may either drop them off at our office during office hours or upload them through our secure online portal, which remains the same as in prior years:

<https://jtcpa.securefilepro.com> (Use the "Guest Log-In" option)

Feel free to include any notes or explanations when uploading documents to help us identify everything clearly.

TAX SEASON OFFICE HOURS (BEGINNING FEBRUARY 2ND, 2026)

- **Monday: 9:00 am – 6:00 pm**
- **Tuesday: 9:00 am – 6:00 pm**
- **Saturday: 10:00 am – 3:00 pm**

You do not need an appointment to drop off paperwork. If you need to share information or ask questions, please feel free to:

*Email us at taxes@jamiethornburgcpa.com, or jamie@jamiethornburgcpa.com

*Call (or text) the office at 336-628-0077. Please leave a message if we are unable to answer and we will return your call as soon as possible.

We've also included a Client Information Form for you to complete and return with your documents. Even if you filled it out last year, we kindly ask that you complete it again so we can ensure your information is fully up to date. Anything that did not change can be marked no change on the form.

As a reminder, returns received after March 15th may require an extension due to workflow limitations. We'll always do our best to complete your return on time, but we want to set expectations early so you can plan accordingly.

If you have any questions at all, please don't hesitate to reach out. We appreciate you and look forward to assisting you again this tax season.

Warm regards,

Jamie Thornburg, CPA