

IMPORTANT

2021 ADVANCED CHILD TAX CREDIT

Ways to check how much you received in 2021:

1. In January 2022, the IRS will send Letter 6419 to provide the total amount of the advanced Child Tax Credit payments that were disbursed to applicable taxpayers during 2021. Please keep this letter and return it to H&S as part of your tax documents needed to prepare your 2021 tax return.

WE REALLY NEED THIS LETTER TO PREPARE YOUR RETURN!

2. Alternatively, you can log onto the Child Tax Credit Update Portal (CTCUP) to view your processed advanced Child Tax Credit payments. If you do not have a log-in to the portal, you can create a new account with ID.me. Be prepared to provide some personal information to verify your identity.

WAYS TO SUBMIT TAX RETURN DOCUMENTS TO H&S:

1. Upload to your materials on a secure portal; if you do not currently have a portal, please contact Lauren Miller at 989-817-4900 for assistance and she will establish one for you.
2. Upload your tax documents on our website, hscompanies.com. Under Client Tools, choose Upload Tax Documents. You will enter your name and email and then be prompted to choose which office to upload your tax documents to.
3. Email PDFs to us. Please request a secure file sharing link from your CPA prior to emailing tax documents.
4. Mail **original** materials in the enclosed envelope. Do not send copies.
5. Drop off your **original** tax materials at a convenient office near you, our lobbies are open. Do not bring copies, originals will be given back to you.

For more detailed instructions, please visit our website. Under Client Tools, choose Forms & Resources, scroll down to Other Resources and click on Document Uploading Instructions.

Please do not text tax return documents to our cell phones, as it is difficult for us to save the information to our tax based software.