

May 15, 2021

Dear Woodland Owner,

The deadline for having our firm help prepare and certify your Farmland Assessment forms is **Friday, July 30, 2021**. The deadline for filing these forms continues to be **August 1, 2021**.

We will be handling most applications **by mail** or through an arranged **drop off/pick up** at our office. If you prefer to meet in person, please contact our office to schedule an appointment, during the hours of 8:00 to 3:30, Monday through Friday at our new office location: **210 Main Street, Gladstone, NJ**

We can begin completing your forms **immediately, provided that you supply us with the following:**

- A completed **Activity Summary Sheet** (available on our website) or provide similar information.
- Copies of **receipts/proof of farm income**, and other supporting documentation for the past year's activities.
- Your blank tax forms (if you have them). We can produce these forms for most municipalities at our office.
- If you are mailing your forms to us, please do so prior to July 16<sup>th</sup>.

You will need to file your completed tax forms and supporting documentation prior to **August 1, 2021**, with the NJ Forest Service and your municipal tax assessor, per our instructions. An August 1<sup>st</sup> postmark is not sufficient.

There is currently no excuse or extension process for late filing. Our goal is for everyone to have all tax forms completed and all required information submitted correctly.

The law requires steady progress toward implementing your Forest Management Plan, and our yearly verification. All trees to be cut should first be marked by us to insure conformity. The NJ Forest Service and municipal tax assessors expect our regular involvement and woodland activity inspections. We are now required to report the date of our last visit to your property on your Woodland Data form.

The annual retainer and certification fee is \$240. Any unpaid account balances will need to be settled before any forms are prepared. We accept credit cards and Paypal for your added convenience and payment is expected and appreciated at time of service.

Also please note that if you wait until July 28, 29, or 30 to see us to have your application prepared and/or certified, we will be charging an additional \$50 Premium Service Fee.

We look forward to hearing from you soon.

*Heather, Chrissy, Steve, Alex & Lacey*

**Gracie & Harrigan Consulting Foresters, Inc.**