

# Dropped off your Taxes?

## Next Steps...

1

### PREPARATION

We usually start the tax return within the week. Your preparer will contact you with questions.

2

### Review

After we've received that last piece of information, we have one of our EA's or CPA's do a final review. This is how we guarantee our work.

3

### Finalize

We put together your final copies & will contact you for pickup. Usually 2-3 weeks after drop off.

If you prefer a meeting, then we can schedule right away. Don't forget to save our number so you don't miss this call!

4

### Pickup, pay, sign

The IRS requires that the taxpayer sign the 8879. If you have a spouse, then we'll need their signature, too, before e-filing.

We will return your supporting information to you & give your requested copies.

5

### E-Filed

We keep track to make sure all tax returns are filed on time. If the return is not completed by April 5th, then a signed engagement letter gives us permission to file an extension on your behalf.

FAQs?

[www.taxesplus.com/blog](http://www.taxesplus.com/blog)