

### **Are You Planning On Mailing Your Tax Information To Us?**



Are you going south for the Winter or have you moved out of the area? We can still do your tax return. With mail, e-mail, fax machines and trust with your tax information.

We are requesting that all clients who mail us their tax information make sure that they use one of the following methods: Certified Mail, Return Receipt Requested; Express Mail; Federal Express; UPS. By using one of the above methods, you will have the security of knowing that your paperwork will arrive safely and you will also have verification that it has arrived. These methods could also save a lot of mailing time and help us complete your return in a timely manner.

If you would like to know when we will be working on your tax information, please call us so we can schedule a Paper Appointment for you. We will need to have all of your tax information plus the engagement letter, disclosure form, client information worksheet, and completed check off lists in our office prior to the appointment date so we will be able to work on your taxes at the appointed time. You also need to be available by phone or email during the appointment time so we can reach you with any questions we may have for you. This is a service we have been experimenting with for several years and it is working very well. Please call as soon as possible to make your paper appointment.