Tax Season Guidelines for Success:

(This is a list of common difficulties we find to occur and suggestions for success)

1) **Please make your appointment when you get your documents to us if you intend to sit for a review. (We may not be able to follow-up with everyone to make sure you get one)**

2) **Make sure we are aware if you have a deadline other than the 15th of April and please provide all documents at least a week prior to your deadline.**

3) **All returns will be processed by the deadline of April 15th as long as we have all your documents and you drop off no later than April 5th. If we receive your documents later than April 5th you may need to be put on an Extension.**

4) **We stop processing personal 1040's between March 5th through the 15th since the business deadline for 1065's and 1120S's is March 15th. (This means that if you drop off on March 5th, you may need to wait until the end of the month for pickup, unless you let us know otherwise)**

5) **When you are missing information, we put your folder on the side waiting for information. At the time you provide the missing information, you then go back into the line. (we**

can't stop working on other returns the moment you supply us with what's missing)

6) **In the event your return is filed with a payment to be withdrawn from your account, please notify us AS SOON AS POSSIBLE if the payment is not withdrawn when you are expecting it to.**