



TAYLOR'S ACCOUNTING

COMPREHENSIVE TAX CONSULTING

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To All Tax Clients of Taylor's Accounting & Tax Service:

Please mail, email or drop off your tax paperwork and we will contact you when we are working on your tax return. You can also upload documents to our secure portal. If you don't have access already, please email us at [admin@taylorsaccounting.net](mailto:admin@taylorsaccounting.net) and we will send you a secure link. If you have changes from last year's taxes or have concerns you would like to review, please call us as soon as possible to make an appointment to discuss your new tax needs.

Enclosed are income tax information sheets to be completed by you, covering your business and personal income and deductions. Please fill out at least the top section of Page 1. This checklist should be completed, signed and either mailed or dropped off at our office, or uploaded through our secure portal on our website.

**All returns will be e-filed again this year. You must either come by the office or electronically sign Form 8879 and pay your invoice before we will file your return. If filing a joint return, we will need a signature from both spouses.**

You will be provided a copy of your tax return after completion. Please retain this copy for your records. **A \$15 fee will be charged if additional copies are needed at a future date.**

Please visit our website at [www.taylorsincometax.com](http://www.taylorsincometax.com) to pay your invoice, find tax resources and to access the secure client portal.

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