

# Tax Preparation Fees

## *Top 10 Ways to Save Money . . .*

To help reduce your fees for preparation of tax returns and increase the speed for processing your Form 1040 Individual Income Tax Return, here are the *Top 10 Ways* you can save money on tax preparation services:

*1 Prepare and complete your electronic tax organizer.* We will send you a electronic tax organizer including the prior year information that can assist you with gathering information and also speed up the preparation of your tax return.

*2 Gather all source documents requested and send them in all at one time.* We only request copies of documents that the IRS has records of and other related important documents such as stock statements, escrow statements and k-1 investments. In the case of information provided after final review and printing of your return, time to revise and reassemble the return is billable.

*3 Review, complete, sign and return your Engagement Letter.* An engagement letter is required so that the terms of the engagement are clearly understood.

*4 Review, complete, sign and return your Tax Questionnaire.* The Tax Questionnaire is the best way and most thorough way to ensure all income, deductions,

*5 Do not send your Receipts.* Since we are not auditing your return, and you represent all information provided is correct and complete, we do not require receipts for medical, dental, charitable, unreimbursed business expenses, rental related, business

*6 Remove excess paperwork.* Please review your Source Documents prior to sending the information and remove unnecessary envelopes or documents not directly related to your Tax Return. The more time we spend sorting your information, the more charges are incurred.

*7 Provide real estate transaction information.* If you bought, sold, refinanced or exchanged any property, please include copies of settlement sheets or escrow statements, so that all deductions are accounted for your benefit.

*8 Identify Properties on Mortgage Interest Statements.* If you have multiple Form 1098 Mortgage Interest statements at year end, please note the name of the property on the statement. This will save time on matching the deduction to the home, rental or investment property from the prior year.

*9 Provide Stock Basis and Dates Acquired.* Many broker statements only include information that is reported to the IRS, such as date of sale and sale proceeds and leave out the other half of the transaction. Be sure to submit your information with stock basis and dates acquired, and be sure to include any reinvested dividends as stock basis. This will save time from having to contact you or your broker.

*10 Go Electronic and Paperless.* Request to e-File your Federal and State Income Tax Returns and to receive your copy of the returns on a disc in PDF format. E-Filing your return reduces paper consumption and takes less time to prepare and process than hard copy documents which must be mailed. Receiving your copy of the final return in PDF format also consumes less paper and requires less time to assemble. In addition, you can print a copy later, when and if you need it for loans, financial statements, etc.

These *Top 10 Ways* can save you money and reduce the amount of time spent on your return in calling you for the information, inputting the information on your return, reviewing your information multiple times and changing the information. All this adds up to savings for you!!

What documents do you need to provide? We've provided you a list attached for the minimum documents needed to prepare your return. Not all apply to all taxpayers, the list is general in nature and can be used as a guideline for determining which documents are most important and what types of information makes a difference in your return.

*Top 5 Most Common Delays and additional costs for the preparation of your tax returns:*

1. Signed Engagement Letter not received.
2. Completed and Signed Tax Questionnaire not received.
3. Important documents, such as W-2s, 1099 forms, 1098 forms, K-1 information not provided or information sent in piecemeal format.
4. Not submitting an Electronic Organizer
5. Deductions taken in prior year are not noted in organizer to be zero this year or an amount not provided.

If you have any questions on the above information, please contact our office, Our goal is to provide the highest quality accounting and tax services that you need in the most efficient and cost effective manner.

