

PROFESSIONAL SERVICES

Season's Greetings Family! It is time to start preparing for the 2020 tax season and we want to inform you of some changes that have been made in our office.

First and foremost, we will not be holding any face to face appointments. This is for the safety of our clients and staff. All documentation can be submitted via email to info@psbtstax.com, mailed, or dropped off. Once received, we will ensure all requirements have been met and will be processed on a first come, first serve basis.

Tax returns must include the following in order to be put in the queue for processing:

- Payment
 - We accept cash, check, Venmo (@betty-smith-85) and credit card but please note credit card payments are subject to a 5% fee.
 - If you are unsure of your fee, please refer to last year's tax envelope or you can email available staff at info@psbtstax.com for the fee. Please give 24 hours for a response to your email.
- Signed authorization form for all taxpayers
- Copy of drivers licenses for all taxpayers
- Updated basic taxpayer information sheet
- Any questions you would like Betty to address
- Valid contact number if Betty has questions

Please submit your documentation to us at your earliest convenience. To ensure your taxes are prepared without the possibility of needing an extension, your tax paperwork MUST be submitted by April 7th. We will automatically file an extension for any documents received after if they will not be completed in time; however, if you need an extension and we do not have your tax documents you need to submit a \$50 fee and extension request.

When your taxes have been completed, we will notify you using the contact information provided in the updated taxpayer information sheet.

Please visit our website where we have included all forms required for your tax preparation.

Thank you kindly for your patience and support!

Betty Smith
www.bettysmithprofessionalservices.com

