

Hello!

We hope you all had a happy and healthy holiday season, but now everyone's second favorite season is right around the corner. Tax season is coming and soon it will be time to keep your eye on the mail for tax forms and call to make an appointment or get ready to drop off.

We are asking that all our clients fill out our [client questionnaire](#), even those of you that have returned to us for many years. We believe that this is the most efficient way to get the basic information updated so we can get to your tax return quicker. This questionnaire should be included on the top of your tax documents at the time of drop off, and if it is not, you will have to fill it out when you drop off your documents. If you are uploading it will have to be included or we will email you a copy to fill out.

When making appointments and or dropping of, it is important to have all your records together and complete to ensure that your return gets completed in a timely fashion, and we are not having to go over your return multiple times. If we are waiting on information, we will be giving you two calls to remind you that we need the information. After those two calls we will not be reaching out to you again.

There will only be one cancelation for appointments allowed. After the first change, you will not be allowed to reschedule and it will then be treated as a drop off.

If you will be requiring an extension, please call the office and ask us to file one for you. We will not be filing any extensions automatically.

Thank you,

The Ladies at Better Bookkeeping