

## ***Important Reminder: Submission Deadlines and Order of Preparation***

We want to ensure that your tax return is filed accurately and on time. Please note the following important information:

### **1. Returns are Prepared in the Order They Are Received:**

- To ensure fairness and efficiency, tax returns are processed in the order they are submitted. Please make sure to drop off all necessary documents as soon as possible to avoid any delays.
- Tax returns are not started until we have *all* your documents.

### **2. Deadline for Document Submission:**

- *All* required documents must be received by March 25th in order to meet the filing deadline of April 15th. This allows us ample time to prepare and review your return.

### **3. Avoid Delays:**

- Submitting your documents on time ensures that we can prepare your return accurately and file it on your behalf before the deadline.
- If you submit documents after March 25th, there may be a processing delay, and we cannot *guarantee* that your return will be filed by April 15th.
- After April 1st, please call our office to confirm our availability.

### **4. Action Needed:**

- Please submit your tax documents by March 25th to ensure timely filing.

If you need any assistance gathering your documents, don't hesitate to reach out to us.

Thank you for your cooperation!

***Carolann & Cathy***