
Individual Tax Return Process



1 Send Organizer

We will send you your organizer either by mail or electronically through SafeSend™.



2 Receive Documents

Once complete, you can send us your completed organizer and tax documents either by drop off, mailing, or electronically through our website or SafeSend™.



3 Prepare Returns

We will now begin work on your returns. Any missing items or questions will be asked by us through email or phone. Our average turn-around time is two to four weeks.



4 Deliver Returns

Depending on your choice, we will deliver your completed return to you either by paper, or electronically through SafeSend™. We will provide a copy of your return for your review, all instructions, vouchers, and our invoice.



5 File Returns

Once your return is signed, we wait until the next business day to e-file your returns. Once the returns are accepted by the gov't, we email you a confirmation.

