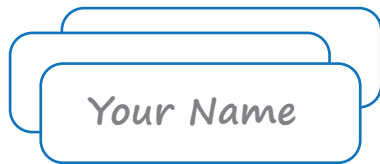


Is my return done yet?

-A brief explanation of the preparation process.

It can be frustrating to wait for your tax return to be finished. Maybe you have a refund coming and you can't wait to get the money, or maybe you expect to owe something and just want to get it paid and done with. Either way, imagining your return just sitting in a drawer waiting its turn is not exactly encouraging. So we've put together an overview of the preparation process that can give you a better picture of your return's progress through the tax marathon.



Check-in

We log the beginning of the process into the computer and label everything.



Scanning

Every document you provide is carefully sorted and then scanned into a secure file. This means everything is backed-up and easy to view during preparation.

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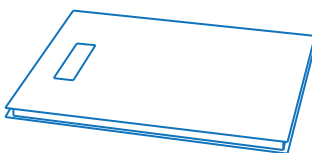
Data entry

The first person to enter your data into the tax software is usually not your accountant. Other members of our staff will do the initial data-entry and check to see if you are missing any information. This not only gives the accountants more time to do their reviews, it also means that every number gets checked twice-which creates a more accurate return.



Review

This is where your accountant works his or her magic. They review all of the data that has been entered previously and then use their expert knowledge of both the tax code and your situation to make sure that you get all of the tax credits and deductions you deserve.



Assembly

Once your return is finished by your accountant it is ready to be either printed or uploaded to your online account. We check to see if you owe any taxes and put together the 'action required' file to make sure you know what needs to be done.