

Gargans Tax Services LLC

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UPDATES FOR TAX YEAR 2016

SCHEDULING – Operating Hours Mon. - Fri. 10 AM to 9 PM, Sat. 9 AM to 6 PM, and Sun. closed. The last evening appointment is 7:45 PM and Sat. 4:45 PM. We are scheduling home office appointments now for tax season. Please call to reserve a time that is convenient for you (540-371-4923). Be ready with your preferred phone # for us to contact you if a need arises, your email address (for us to send the engagement letter before tax preparation) and your type of return (Individual or Business). We do accept drop-off returns but the sit-down procedure eliminates the calls for additional information needed and speeds up the refund process for you.

AFFORDABLE CARE ACT- With the passing of the Affordable Care Act in 2010, 5 new tax forms were released by the IRS as a result of this act for 2014. If you received a Form 1095 from any issuer or agency we MUST have all copies to prepare your tax return. If you did not receive a 1095 we must ask you a number of additional questions about insurance coverage so that we can help you avoid any penalties for failure to have health insurance. If additional tax forms are required to be prepared, there will be an additional charge of \$50 per form.

SPECIAL ELECTRONIC FILING IRS NOTICE- I am happy to report that recently the IRS stated that they will begin processing 2016 electronic and paper returns (all types) on Jan. 23, 2017. In addition, the IRS has expanded electronic filing to include prior years 2014 & 2015 starting on Jan. 23, 2017 for all return types.

PASSWORD PROTECTED – All scanned tax documents that I email to you will be password protected. After the file name, “.protected.pdf” will appear indicating a password is required to open it. PW to open is **First 4 letters of your last name (lower case) followed by First 4 numbers of your ssn.** I will always select the first (Taxpayer) ssn. On a single, head of household return or married filing separate there is only one Taxpayer. On a joint return, it will be the first name. Please place a note handy of your password so you can open the document.

DISCOUNTS & REFERRALS – The attached price list (with discounts) went into effect January 1, 2017. We highly recommend using the Tax Organizer that you may obtain by contacting us at the above phone number or by e-mail: drgargan@verizon.net. Referral rewards are given according to new paying clients.

PAYMENTS – We accept cash, debit/credit cards, and personal checks. We cannot accept post-dated checks. For your records, we do recommend a money order instead of cash.

NEW CLIENTS - Please bring your prior year tax return, which will be reviewed for free. In addition, in most instances information is needed from this prior year tax return to complete the current year tax return.

Shipping & Handling – For mailed returns, there may be a charge of \$20 to mail your return in a secured manner to insure the confidentiality of its contents.