# Tax Time LLC

# Roger D. Nickell, CPA, MBA

### Income Tax Preparation Service

### "The Simple and Complete Approach to getting your Taxes Done!"

#### Process Guide to Complete your Income Taxes

Step 1 Tax Documents to Provide	Review Checklist Document to ensure you have all your Tax Documents Checklist: <u>2024 Tax Checklist (TaxesCPA.com)</u> (Note: Identification and Prior Year Tax Return needed for New Clients)
Step 2	Complete Tax Organizer:
Information to Provide	<b><u>Required</u></b> to ensure Current, Complete, and Accurate Information. <b>Tax</b>
	<b>Organizer:</b> <u>2024 Income Tax Organizer (TaxesCPA.com)</u> Copies are
	also Available at our Office to Complete
Step 3	Provide Documents to Tax Time LLC-Roger Nickell CPA
Options to Provide	
Documents & Info.	Drop Off Documents at our Office
	1 Victory Drive, Suite 101, Liberty MO 64068
Drop Off	In Office
	(Mon - Fri 8:30 AM - 5 PM) <u>OR</u> By Appointment
	Mail Drop in Wall by Office Entrance
Electronic	(Mon - Fri 7 AM–6 PM) (Sat 8 AM–12 PM)
	<u>Electronic</u> Upload Documents to Secure Electronic Client Folder (ECF)
	Electronic Client Folder: <u>Electronic Client Folder Log In</u> (New Clients will Need to Request Access – E-Mail or Call Us)
Meeting	<ul> <li>Meeting</li> </ul>
	(E-Mail: <u>Admin@TaxesCPA.co</u> m Call: 816-305-5873)
Step 4	
Preparation	✓ Tax Return will be prepared
Communication	<ul> <li>Communication with Client regarding Tax Return and Results</li> </ul>
Results	<ul> <li>Copy of Tax Return provided to client (Electronic or Paper)</li> </ul>
Tax Returns Filed	<ul> <li>✓ Client Review and Signatures</li> </ul>
	<ul> <li>E-File Tax Returns for Federal, State(s) and any Local Jurisdictions</li> </ul>

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