

Patricia Miller Tax Services, Inc.
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Check out my new WEBSITE!!
www.patriciamillertax.com

This year we are asking you to drop off or mail your tax documents once you have everything. If you are missing information do not drop off until you have everything or else there will be additional processing fees for the additional communication involved. If you prefer an appointment due to changes in your tax situation, please call my office and Luann will be happy to schedule that for you.

If something occurs out of the ordinary such as the sale or purchase of real estate, retirement, marriage, a notable change in income or any other major change please enclose a note to explain the changes and I will give you a call to discuss.

Enclosed is a 2-page INCOME TAX CHECKLIST --- BOTH PAGES MUST BE COMPLETED AND RETURNED TO ME WITH YOUR TAX INFORMATION. Make sure that you include all backup information for income, deductions, and credits.

It is your responsibility to make sure that you have given me all your tax documents including all Income, deductions, and expenses. I am not responsible for any penalties and interest for items not reported on the return that you neglected to provide me with.

Thank you for your continued business!!

Sincerely,
Patricia Miller