

T & J Business Solutions

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E-File Instruction Sheet

1. Pick up/Receive your 2018 tax return from T & J.
2. Pay for your return at the time of pick up.
3. Review Federal, State and Local returns.
4. After reviewing, the taxpayer (and spouse) sign the e-file authorization forms (Federal & State). (Form 8879 or 8453)
5. Mail **ONLY** the signed forms back to T & J in the enclosed envelope. **(Do not mail enclosed tax return back. They are your copies to keep for your records.)**
6. **As soon as we receive the authorization forms & payment, we will e-file your Federal and State returns** to the proper departments.
7. You will receive your refund shortly after that (21-28 DAYS NORMALLY). If you have e-mail – we will e-mail you acceptance information (as time permits) that includes expected date of deposit for federal refund.
8. If you owe, you have until April 17th, 2019 to mail your payment in. (Envelopes and vouchers will be enclosed OR you can make arrangements to pay with a credit card or automatic withdrawal for your convenience – there is a convenience fee when you use a credit card).
9. Your local return will be electronically filed unless your custom instruction letter states otherwise.
10. If you are a Senior and you qualify for the Property Tax/Rent Rebate – you will find those forms completed and enclosed – sign and mail.
11. Call me at 717-578-3408 if you have any questions. ***Thank You!!!***

Authorization forms & payment must be received before your return will be e-filed. I can lose my ERO status with the IRS and be fined \$300.00 if I e-file your return and cannot produce your authorization form. I also incur e-file fees for every return e-filed.

Tax Preparation, Federal & State, IRS Approved E-file Provider, Local Returns
Federal refund in as little as 10 days with e-file & direct deposit

Notary Public, Certified Notary Signing Agent