



**SSTAR Services**  
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Accounting and Tax Services

# THE SHORT VERSION - PAGE 2

## How to Send It:

Taking pictures with your camera? Use Adobe Scan (or any other free scanner app) which makes PDF's that are 10 times better quality than the JPG files. If you send unedited JPG's I will ask you to re-send them using an app.

Send each tax return in a separate fax, e-mail, or attachment, with its own annual client worksheet as the first document. Do NOT combine the tax forms of others (kids, dependents, etc) with your tax forms unless my worksheets say to do that.

**Send all returns that interact** (who gets the dependent? who gets the college credit?) **at the same time.** Otherwise taxpayer "A" may claim a dependent and save \$2000 - when taxpayer "B" could have claimed the same and saved \$4000.

Fax - Please use FINE transmission mode so I can actually read the numbers. Fax to 510 583 0555. Fax is on 24/7. I will call the next day to confirm receipt.

E-Mail - Do NOT use 3rd-party web sites, I won't download from them. Avoid ZIP files. Send each return in one e-mail (3 returns, 3 separate e-mails). Send files as attachments NOT embedded in the body of the e-mail. Do some editing on your end if necessary. I am done cutting, cropping and optimizing everyone's files. I simply don't have the time.

Drop Off - No need to call ahead. If I am here, come in and let me take a quick look to make sure nothing is missing. If I am not here, place in the locking drop box on the front steps. Place everything OPENED and UNFOLDED in a LARGE (9 x 12) envelope - I don't want to spend 45 hours (2 minutes per return) opening and unfolding a bunch of scrunched-up tax forms.

The kitties and I await your visit....

Stacy Spink, SSTAR Services