



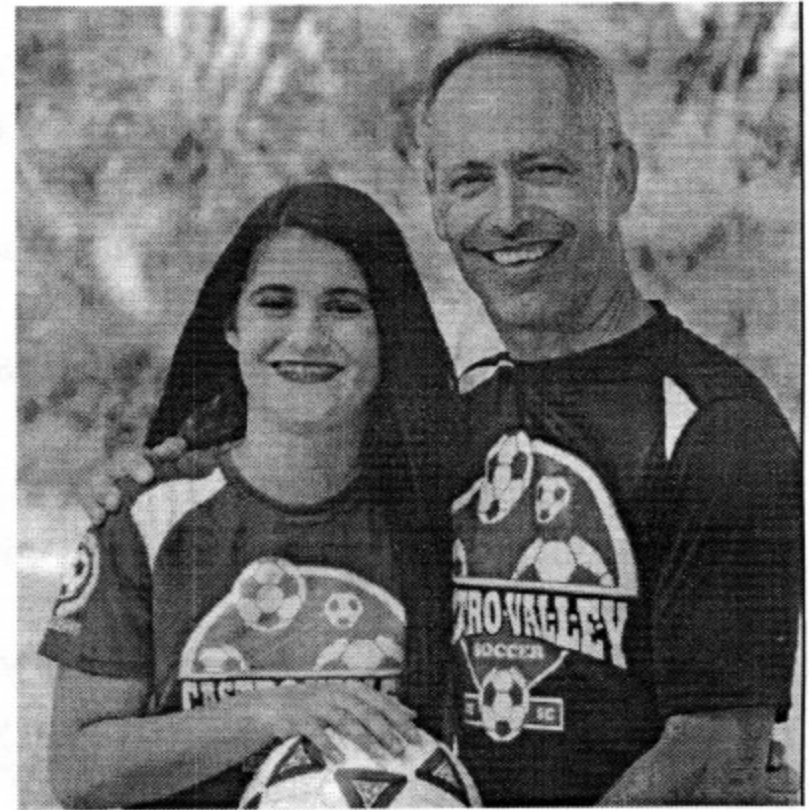
**SSTAR Services**  
4266 Gem Avenue  
Castro Valley, CA. 94546

Phn:(510) 583-8035  
Fax:(510) 583-0555  
www.yourtaxreturn.com

Accounting, Real Estate and Tax Services

OK, here we go! I am going to keep it shorter and simpler this year in the mailing. If you want the full text, please visit the web site - <http://www.yourtaxreturn.com>.

Soccer season is over and it was amazing. First place in the division again, we outscored our opponents 36 to 3 in league play. Advanced from pool play in 2 of our 3 tournaments One of our best seasons ever. OK, back to taxes...



1) I won't ask you for info I already have. If it's on the worksheet and it applies to you, fill it out.

2) Want to drop your tax forms off to us? Please do so - no need to call ahead. If the door is open, hand the paper to us. If it's closed, leave them in the lock box (the bottom one) on the front steps.

3) I have set up the "Fee Collect" service with another provider, they charge \$25 and I get paid from your refund. I don't recommend this service but it is available (again).

4) Feel free to park in the driveway or the street, whatever is easier for you. If you need to wait, please wait inside and do NOT use the benches. No kidding, I had a neighbor complain about this.

5) The ONLY new clients I will accept will be your children who are filing their first tax returns or your friends who have BASIC tax situations. I just finished return number 1400 yesterday. A good problem to have, but still - too many.

6) Please send only ONE tax return per fax or e-mail. A joint return is one return. If you are sending me three returns, send three separate e-mails or three faxes. I don't want to mix up your documents with the rest of your family.

7) I will charge extra \$\$\$ if (a) your worksheets are incomplete and I have to spend extra time obtaining info for you or (b) we call you more than 3 times, can't reach you, and can't leave a message because your voice mail greeting does not identify you. Please set up an outgoing announcement so we know who we are calling.



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7A) If you enrolled in Obamacare you need to give me the form 1095-A. If I have to re-do the return because you forgot this form it's \$50 to re-do it.

7B) The IRS just announced that due to the Tax Cuts and Jobs act, you do NOT need to include forms 1095-B or 1095-C (evidence of regular health insurance coverage), so please do NOT send me those forms. Waste of paper...

8) Please just give us your tax forms, not the envelopes they come in. I'm a good tax preparer but a poor secretary. Please open your own mail.

9) I want only my worksheets and your federal and state tax documents. If I want receipts or other backup, I will tell you before we meet. Do NOT give me a stack of papers that are not official IRS or FTB tax documents. No statements of any kind. I assure you if I need something that's not a tax form I will definitely ask for it.

10) Sell stocks? Please send me the statement of realized gains and losses. It list the purchase date, purchase price, sales date, and sales price - information I will need.

11) If you live outside the immediate area, please consider letting us interviewing you over the phone and mailing you the completed tax return. Saves time and gas!

OK, you're ready to go.....Katya and I will see you soon!

Stacy Spink, SSTAR Services

