



*Sartell Tax & Accounting
Services, Inc.*

Making taxes less puzzling!
320 - 656 - 9021

Again another crazy year has come and gone. Hopefully you all are doing well. We have been spending the last few months redoing the layout of our office. It is going to be another fun and challenging year with lots of tax changes again. We have been to many tax training seminars in the past couple of months to help us prepare for your returns. We purchased the latest tax software which has all the updated laws. Please read to the end and fill out all the attached paperwork.

Completion options (all **must fill out** attached sheets and be in or scheduled by April 1st):

1. Regular Drop off* – Get your info to us, we call you when it is done. Completion takes at least two weeks depending on volume and day dropped off as well as completeness of paperwork. It must be to us by **April 1st** - possible \$20 discount, no discount after March 31st. If you have no questions this is our recommendation. You will not see an accountant with this option.
2. Business/farm appointment* – 1+ hour schedule online or call the office.
3. Regular appointment* - Due to high call volume please schedule online or call and leave a voicemail.
4. Zoom meeting* – Get your info to us (Portal upload or drop off at reception desk) and we will call to schedule the zoom appointment.

**exceptions apply, subject to client needs*

Once you have all your paperwork together (with forms filled out, initialed, signed, **out of envelopes, unfolded, and on a neat no staples pile**) you can drop off no need to call. Drop off options: (1) In the slot in the window that drops into the building (2) Portal upload (must call to get set up) (3) Mail to PO Box 283; Sartell, MN 56377(4) Fax to 320-252-2430 (5) Hand to the front desk. If we have questions, someone will call you. When your return is finished, we will call to have you come pick up. Please plan to pick up in 7 days or you will not receive the drop off discount. If we have to extend due to not picking up your completed return, we will charge an additional \$35.

This year we are offering an expedited service. Depending on the complexity of your return this would allow your return to be processed in 1 to 3 business days. This services is not available for appointments, it is drop off only. Our charge for this service is an additional \$50 on top of your regular processing fee.

We will begin processing January 24th for drop offs only. The regular hours and appointments will be starting January 31st. The office hours will be Mon-Fri 9:00am-6:00pm and Sat 10:00am-3:00pm, or by special arrangement. If there are questions for/from Diane and Christie, we will be scheduling a time for call back, due to the extremely busy schedule they follow. Please save our number 320-656-9021 and answer your phone when we call, especially a scheduled call back.

We are requiring you to fill out the attached information and bring all original documents please. If we are missing information, you will need to get it to us in order to complete your tax return and will incur an additional charge. Our website **www.sartelltaxservice.com** has more information. Also, if you have any questions please feel free to contact us at **320-656-9021 or email at the address below**. We look forward to serving you.

Sincerely,

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Christie L. Szabla

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