

SALAS ACCOUNTING LLC

TAX YEAR 2018 CLIENT UPDATE

Dear Client,

Our firm looks forward to helping you with your 2018 income taxes! Tax returns must be filed by **April 15, 2019**.

Please make sure you confirm your bank routing and account numbers under section entitled **Electronic Filing and Banking Information**. Due to IRS regulations, our firm must e-file your income tax returns. You can mail a check for tax payments or receive a check for tax refunds but your income tax returns must be e-filed. We will confirm refund or payment before tax returns

You have four options to deliver your tax documents to our office:

1. **Mail** all original documents to our office;
2. **Call** our office to schedule a personal meeting;
3. **Drop off** your documents at our office without a personal meeting;
4. **Scan** all of your documents and send via e-mail.

Our office will return a copy of your tax returns and all original documents.

For your convenience, a copy of the **tax organizer** is available on our website. Visit **SALASACCOUNTING.COM** and click on forms.

Salas Accounting LLC

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Mamaroneck, New York 10543
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Fax (914) 698-4386
info@salasaccounting.com

Thank you for your business!

Jeanette Salas

See Back for Appointment Schedule

Appointment Schedule

If it is necessary, you may call to make an appointment during the day between the hours of 10:00 A.M. and 4:00 P.M. **using extension 10**. Appointments can be scheduled beginning **Tuesday, February 5th**. **FINAL APPOINTMENTS** on **Friday, March 29th**.

TUESDAYS	1:00PM	-	6:15PM
WEDNESDAYS	1:00PM	-	4:45PM
THURSDAYS	1:00PM	-	6:15PM
FRIDAYS	10:00AM	-	6:15PM

NO AVAILABLE PARKING ON PALMER AVENUE
PLEASE PARK IN THE UPPER LEVEL OF THE PROSPECT STREET LOT