

Instruction

Print out Tax Organizer and fill out as much as you can.

Print out Tax Authorization and fill out and sign.

Print out Engagement Letter, print your name(s), sign and date.

Fax or e-mail Tax Organizer, Tax Authorization, Engagement Letter, a copy of your 2010 Individual Tax return (include your State copy), 1099,1098 & W-2s from 2011 year to us.

Fax: (310) 820-1580 (Fax Cover Sheet)
e-mail: info@onts9.com

Once we get your documents, we will prepare your 2011 Individual Tax Returns and e-mail your 2011 copy with the e-file authorization form (8879 Forms).

Print out 8879 forms (Sample Form), date, sign and e-mail or fax back to us.

Fax: (310) 820-1580 (Fax Cover Sheet)
e-mail: info@onts9.com

Once we get the e-file authorization form (8879 Form). We e-file your Tax Returns with the IRS and your State Tax Agency and will e-mail you the e-file confirmation