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Thank you for allowing Aa Services & Consulting, Inc. to continue to service you.

The tax organizer can be completed on pdf or in excel. Please only indicate only the changes in the "TAXPAYER INFORMATION" section. There are separate worksheets for your Self employed business, Rental property or Minister activity. It can be completed in excel and saved for future years. The organizer and worksheets are available on our website and attached.

New tax changes for 2016

- New law requires the IRS to hold refunds claiming the Earned Income Tax Credit (EITC) and the Additional Child Tax Credit (ACTC) until Feb. 15.
- Other than indicated above, the IRS still anticipates issuing more than nine out of 10 refunds in less than 21 days
- Educator expenses. You may be able to deduct certain expenses for professional development courses you have taken related to the curriculum you teach or to the students you teach.

Make certain to review your receipts, canceled checks, credit card statements and bank statements for possible tax deductions. Include all documents received in envelopes marked "IMPORTANT TAX INFORMATION". We encourage you to use the tax organizer to ensure complete documents are provided to us to prepare your tax return and to reduce the time your data is in our office.

Once you have gathered your tax documents, you can mail it, email it, drop it by **before April 1st**. **We will no longer accept drop offs during the month of April. Call us to schedule an appointment (last appointment date April 15th)**. **We must have a signed organizer before we file your income tax return.**

Our seasonal extended office dates and hours are **January 23rd through April 15th**, Tuesdays thru Thursdays evenings till 7pm and Fridays & Saturdays by appointment only.

Remember payment is due at time of service. A \$100 deposit may be required when delivering tax information to us, call our office for more details. We will continue to enforce the 10% late payment account service fees and additional fees for multiple request to get missing tax information, duplicate copies of prior year tax returns, summarizing tax data not on organizer, etc.

Your business is always appreciated. It is our pleasure to continue to provide exceptional services to you. Please tell a friend and receive a **\$25.00 discount** on next year's tax preparation fees.

If mailing your tax documents, please use our home office located at **142 Linkwood Rd NW, Atlanta, GA 30311**. For after hours, drop offs there is a secured mailbox at the street. I will be in the Norcross area several days during the filing season for convenient pickups and drop offs, please call for more details.

The IRS recommends that you should keep copies of your prior-year tax returns for at least three years.

We are ready to serve you!

The Answer to your Accounting, Administrative and Tax Questions.