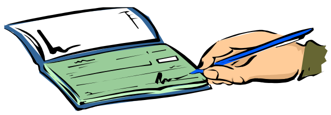
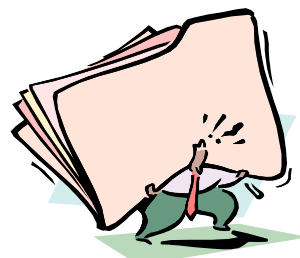
Your 2018 Tax Returns

Again this year, all eligible returns will be filed electronically. Please read and fill-in the enclosed E-filing and Direct Deposit sheets that are part of the Tax Organizer.



DEPOSIT DUE WITH INFORMATION
A deposit equal to 50% of your prior year's fee is due when you deliver your return information. The amount of your deposit was sent to you on a postcard or email. The remaining balance will be due when your returns are picked up. Thank you!



In addition to filling out the Organizer, What else should I provide?

Signed Engagement Letter
W-2's
Mortgage interest Form 1098
Form 1099's
Brokerage year-end statements
Form K-1's
Securities sales Info. – purchase date and cost basis
Any changes to driver's license info
Checking or savings account information if you would like possible refunds direct deposited.
Call us if you're unsure about a document or just include it.

Our minimum fee for individual returns is $400.00. As in the past, the minimum does not apply to children's returns or to clients with business or financial planning accounts.

How do I send you my information? You can mail it to us or drop it off. If the office is closed, there is a drop box by the back door that we check frequently. If you require an appointment, please call to schedule.

If you need help or have questions, you can reach us at 614-777-5007 or Dave@KirkeyandCo.com, Patty@KirkeyandCo.com, or Stacey@KirkeyandCo.com

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More information is available on our website at:

www.KirkeyandCo.com
2018 Tax Center

In order to prepare your individual income tax returns before April 15th, we need to receive your information no later than March 15th. Absolutely no information received after this date will be prepared for April 15th filing. However, we will happily file an extension for you free of charge and then complete the return as soon as possible after April 15th. Please keep in mind however, that an extension only allows more time to file your returns. It does not allow you more time to pay any taxes due. Paying your taxes after April 15th may result in penalty and interest charges even if your returns were extended.

Based upon when we receive your complete information and deposit, the following discount will apply:

Rec'd by:	Discount
February 8th	5%

(Discounts will be applied only with receipt of deposit and your tax return information.)

What if I can't file on time?

First, read the box the left.

If you need us to calculate extension payments, we'll need your information prior to April 1st in order to have time to do the necessary calculations.