

After some difficulties last year with the US Postal Service I am proposing for the 2020 tax filing season suggestions which will allow the efficient, accurate and timely submittal of tax return information :

### **SUBMISSION OF TAX PAPERWORK AND INFORMATION**

1. I am always available to meet at my home office in person, by appointment, to discuss your tax return and go over paperwork.
2. **Scan** your tax paperwork to PDF files and email them to me. This is a fast, efficient and safe way to submit your tax paperwork. Many clients are doing this and it works out just fine. It also allows the client to retain all of their original paperwork with zero chance of it getting lost.
3. You can **drop off** at my home. Leave the paperwork envelope in my mailbox or between the storm and front door. Always works just fine.
4. Ship your paperwork to me using the US Postal Service, Fedex, UPS, etc. If you are submitting paperwork this way I suggest that you make copies of all paperwork and send me the copies. Please use a suitable envelope and make sure you have the correct postage. You have the ability to get a tracking number with First Class or Priority Mail. If you are sending me tax paperwork via US Postal Service, ALWAYS get a tracking number. DO NOT send it certified mail, return receipt. A tracking number is all you need.

Again, use this address ONLY for sending tax paperwork :

**464 Walnut Street, Ridgefield, New Jersey 07657**

### **RETURN OF YOUR COMPLETED TAX RETURNS**

1. I will scan to encrypted PDF files your tax paperwork and email them to you. This is the most efficient, secure, prompt way for me to send your tax returns. Many clients are already utilizing this process and everyone is very pleased with how this works.
2. I can arrange with you to leave the tax paperwork package at my address above for you to pick up.
3. United State Postal Service. If you want me to return your completed tax paperwork package via US Mail, I will be sending it via Priority Mail Service only, and I will add an additional fee of \$8.00 to cover this charge. Priority Mail insures swift delivery of your package and allows tracking at every step along the way.

I have attached to this email a form which I will ask you print out and indicate which of the above methods you request for me to return your finished tax returns, and sign at the bottom.

Please include these when you submit your tax paperwork to me.

Thank You!

Daniel M. Conti, AFSP