



“We Don’t Just Do Taxes...WE KNOW TAXES”

EXTENSION LIST (Tax Season 2025)

- ▶ **Our company will begin offering FREE Extensions to clients from April 1, 2026 through April 15, 2026.**
- ▶ **The tax filing deadline for Tax Season 2025 is Wednesday, April 15, 2026.**
- ▶ **An Extension allows taxpayers a 6 Month Extension until Thursday, October 15, 2026 to file their 2025 Tax Return.**
- ▶ **We will prepare and submit a FREE Extension for taxpayers who allow us to prepare their 2025 Tax Return once they are ready to file.**
- ▶ **To file an Extension, taxpayers must prepay our Tax Preparation Fee for their 2025 Tax Return or prepay a minimum fee of \$399.99 with the agreement to pay the remaining balance, if applicable, of the Tax Preparation Fee once they are ready to file their 2025 Tax Return.**
- ▶ **Taxpayers can prepay their Tax Preparation Fee inside the office using our acceptable payment options, or they can prepay via telephone using a credit or debit card.**
- ▶ **We must have a copy of the taxpayer and spouse’s (if married filing jointly) photo identification (driver’s license, military, passport, or state issued) before we can accept any prepayment of the Tax Preparation Fee.**
- ▶ **Taxpayers can avoid prepaying us for their 2025 Tax Return by preparing their own FREE Extension on our website by clicking on the link, “File Your Taxes Online.”**
- ▶ **Place a copy of the taxpayer’s photo identification(s) and a copy of the prepayment in an office copy folder, and place it in the hold drawer at the receptionist desk.**
- ▶ **Upon receiving all necessary items, print the taxpayer’s name(s), contact phone number(s), and print your name on Page 2 of the Extension List.**
- ▶ **Inform taxpayers that we will contact them via telephone on or before Wednesday, April 15, 2026 by 7:00 p.m. to prepare their FREE Extension, and if they do not receive a telephone call by that time, they should call the office.**
- ▶ **DO NOT place taxpayer’s name(s) and contact phone number(s) on Page 2 of the Extension List until all taxpayer’s photo identification(s) and the prepayment of the Tax Preparation Fee have been received.**



