

Muller Tax & Accounting - Dropoff Checklist

1. Bring all 2017 tax documents **including 2016 tax return if a new client**
 - a. See Tax Organizer at <http://taxmanplus.com/wp-content/uploads/Tax-Organizer.pdf> for list of items
2. Place items and organizer in envelopes provided inside tax office (6525 Grand Teton Plaza Suite C-3, Madison, WI 53719)
3. Seal envelope and place in dropbox
4. I will email you upon receipt of the tax information with an expected date of completion.
5. Schedule a Tax Return pickup appointment for at least one week after dropoff. Schedule at: www.taxmanplus.com/appointment (don't wait or you may not get the time you want)