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Currently, for tax season 2025:

- We can schedule short (15-30 min.) in-person meetings when necessary.
- The office in the M2 building on the 4<sup>th</sup> floor in downtown Champaign will be open for drop-off/pick-up from Monday through Friday, 8 a.m. to 4:45 p.m.
- Please include ALL pages of your documents, including brokerage statements.
- If you live out of the area, please use the TaxDome portal/app to upload documents. (If you need assistance, please email or call).
- Otherwise, please mail your documents to the office before **March 24th**.

Regarding the TaxDome portal, those with an email address should have created an account. If your email address has changed, please let me know as soon as possible so I can update your TaxDome account. **For those with a smartphone, Tax Dome has an app where you can scan your documents directly into your portal. You do not need to own/find a scanner, and please do NOT take pictures, as PDF files are required.**

Please scan all documents using the same method, preferably the TD app. After you upload your documents, please verify that they can be read. Try not to scan duplicates.

For those who utilize the TaxDome portal, a copy of the 2024 tax return will be uploaded when it is ready to be e-filed. Please review this copy to determine if all items have been included on your tax return, and remember to click "Approved." You will receive a message from TaxDome asking for payment of your invoice and signing the e-file signature forms. Like last year, you must pay your invoice in TaxDome before the e-file forms can be signed.

For those not using the portal, your e-file forms will be printed and sent by USPS mail. Please mail back these forms and payment as soon as you receive them. Clients may also come into the M2 building to sign the e-file forms and pay their invoices.

Please take your tax documents out of their envelopes & do NOT use staples. Use paper clips instead, as all your documents must be scanned onto my computer.

**This year, all documents must be uploaded to the portal or received in the office by Monday, March 24, 2025. Otherwise, an extension will be filed for your 2024 tax returns. If any information is missing on March 31, 2025, an additional \$100 fee will be added to your invoice.**

Looking forward to working with you,

Bette