

# Gargans Tax Services LLC

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## UPDATES FOR TAX YEAR 2012

SCHEDULING – Operating Hours Mon. - Fri. 10 AM to 9 PM, Sat. 9 AM to 6 PM, and Sun. closed. The last evening appointment is 7:45 PM and Sat. 4:45 PM. We will begin taking home office appointments on Wednesday January 23rd. Please call to set up an appointment at a time that is convenient for you (540-371-4923). Be ready with your preferred phone # for us to contact you if a need arises, your email address (for us to send the engagement letter before tax preparation) and your type of return (Individual or Business). We do accept drop-off returns but the sit-down procedure can eliminate the calls for additional information and speed up the refund process for you.

SPECIAL ELECTRONIC FILING IRS NOTICE- Due to the ATRA- American Taxpayer Relief Act of 2012, the IRS will begin accepting Electronic Filing on Wednesday January 30, 2013. Returns completed prior to this date will be held until this date of January 30, 2013.

DISCOUNTS & REFERRALS – The attached price list (with discounts) went into effect January 1, 2013. We highly recommend using the Tax Organizer that you may obtain by contacting us at the above phone number or by e-mail: [drqargan@verizon.net](mailto:drqargan@verizon.net). Referral rewards are given according to new paying clients.

PAYMENTS – We accept cash, debit/credit cards, and personal checks. We cannot accept post-dated checks. For your records, we do recommend a money order instead of cash.

NEW CLIENTS - Please bring your prior year tax return, which will be audited for free. In addition, in most instances information is needed from this prior year tax return to complete the current year tax return.

Shipping & Handling – For mailed returns, there maybe be a charge of \$20 to mail your return in a secured manner to insure the confidentiality of its contents.