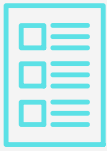


2021 TAX SEASON GUIDE

SHAYNE R. NEUWIRTH CPA, PLLC



Provide Tax Documents

Upload to our SECURE PORTAL, mail, drop-off your tax documents. We have a drop off bin located at the reception desk. We scan all documents daily.

3 - 4 Week Turnaround Time

Our goal is to complete your return in 3 weeks. We have a staff accountant who works on your return first and then Joanna our Tax Director and CPA reviews the return and will follow up with any questions. Last it comes to Shayne for her analysis and evaluation.



Review Your Tax Return

Your Tax Return will be uploaded to your SECURE PORTAL for your review. We will also send an email to you with the SUMMARY RESULTS. Please notify us of any updates or changes. You can also schedule a ZOOM call to review with Shayne.

E-Sign Signature Documents

Documents will be sent to you and your spouse via DocuSign unless you request otherwise.



Pay Your Invoice

Per our company policy, we will not file your return until we have received payment. You may authorize our firm to process the payment through DocuSign or you can pay on your own.

Tax Return E-File

Your returns will be Efiled. If you choose Direct Debit, your tax payment will be made electronically, otherwise mail in your payment with your voucher(s). Refunds will take 2-3 weeks



E-File Confirmation

The Primary Taxpayer will receive an email confirmation that their Federal Return was accepted.

10733 N FRANK LLOYD WRIGHT BLVD, STE E-201
SCOTTSDALE AZ 85259

PHONE: 480-393-0755 TAXES@SRNCPA.COM FAX: 480-302-8486