Thank you for choosing Kirsch CPA Group!

How do I get started?

We strive to make preparing your Tax Return an easy process for you. Just follow the steps listed below:

1. Read the Engagement Agreement specifying our services and responsibilities to you.
2. Complete the Client checklist. This checklist provides information we must receive to properly complete your tax return and look for tax saving opportunities.
2. **Collect your tax documents.** (W-2, 1099, deductions, etc.)
3. Send your completed checklist and tax documentation to us via:

- **Mail or Drop off** to either the Fairfield or Oxford office or
- **Upload** all of your documents SECURELY* at https://kirschcpa.com/client-login/
  * To get started, send an email to info@kirschcpa.com for registration information.

If you prefer to meet with one of our tax professionals, email rhuntsberger@kirschcpa.com or call (513) 858-6040 to schedule a personal meeting by March 1st at our Oxford or Fairfield office.

Do you have a small business, rental property or farm? Organize all your income, expenses and deductions with a free checklist available on our website **https://kirschcpa.com/about/tax-forms/** .

What is next?

- Your information will be thoroughly reviewed and your return completed. We will contact you, if additional information is needed to complete your tax return. **Please note**: **Your checklist and tax documentation must be received before March 21, 2018.** If you have a tax document that not available until after the deadline, please bring us all your other documents. Information received after the deadline may result in a rush fee to complete your returns by April 17, 2018.

- Your return will go through a detailed quality control process to insure accuracy and to identify all tax saving opportunities.

- When your tax return is ready for filing, we will send you a copy of the tax return and all of your original documents. **Please keep your original documents in a safe place; we will not keep copies of them.**

- Please review your tax returns. Contact us at (513)858-6040, if you have any questions or changes. Once you approve all the information on the tax return, sign the e-file authorization form and return it to us via mail, email, or drop it off. **Payment to Kirsch is due with your E-file signature form**. Once we receive your form and your paid invoice, your income tax returns will be filed electronically. *Pay any outstanding tax to the IRS by April 17, 2018.*

If you have any questions, please call our office at (513)858-6040. We wish you success in 2018 and if we may be of any service to you, please let us know.

We look forward to providing you with outstanding service.

Sincerely,
Kirsch CPA Group

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