



Welcome to the New Year!

We would like to thank you for your patronage during the last tax-filing season and are looking forward to serving you this year. By now, you may have received various tax materials and documents. Please be sure to guard these documents, as the inclusion of them in your tax package may maximize your Federal Return.

We will continue using the EB Tax Engagement Letter, which serves as a contract of service between EB Tax Service and you. Please visit our website, www.ebtax.net, to preview the EB Tax Engagement Letter.

For your security and convenience, we offer **Client Xchange**, a simple yet secure method of sending your tax materials and documents to us. Once you have received all of your tax forms, contact us and we will send an invitation to forward your tax documents to us via Client Xchange. We can use this same method to send you a copy of the return(s) for review and feedback, prior to filing.

Tax Updates

The Affordable Care Act requires Americans to have at least minimum essential health insurance coverage for themselves, spouses and dependents, and imposes penalties for those that remain uninsured. As proof of coverage, you should receive one of the following forms to include with your tax documents:

- Form 1095-A –proof of coverage obtained through the Health Insurance Marketplace
- Form 1095-B – proof of minimum essential coverage
- Form 1095-C – proof of employer provided Health Insurance offer and coverage

E-Filing

We will continue to offer eFile, an electronic filing technique designed by the IRS to accelerate the procession of your return. Prior to efileing your return you must:

- Sign the Authorization to e-File Form for your Federal Return and a separate one for your State Return, if applicable. Your return(s) cannot be filed without the signed e-File forms. The e-File form takes the place of the signature on the paper return.
- The option to sign and mail a paper return is still available. If EB Tax Service mails a paper copy of your return, there will be an additional \$5.00 charge per return to cover the cost of mailing.



Filing Deadline

The filing deadline is April 18, 2016. EB Tax Service will work diligently to prepare and file your returns. However, if your tax documents are received after March 31st, we cannot guarantee a filing date of April 18th. **Please note that returns completed within the March 31st – April 18th window will require all fees paid prior to preparing the returns.**

The option to file an Extension to File Form by April 18th is available if we are unable to complete your return by the filing deadline, or if you need more time to file. The cost to file an Extension to File Form is \$30.00. Filing this form does not defer the taxes owed. All taxes need to be paid by April 18, 2016 to avoid interest and penalties.

Once the return has been filed, your original tax filing documents are available for pick up. If you prefer, we can mail them to you, for a charge of \$5.00 to cover the cost of packaging and mailing. A Client Copy of your return will be on the **Client Xchange** or included in the package with your original tax documents to be kept in your files.

Please email or phone to provide us your documents, schedule an appointment or to confirm a delivery time for the documents you would like to mail. You may also contact our office with any questions or concerns.

Thank you for allowing us to serve you!

Eric Bradshaw
President
EB Tax Service, LLC