



Your Tax Team

OWL NEWS

1st Qtr 2016

Phone: 320-685-9968

NEW Address: 312 1st St N Ste 1

NEW Fax Number: 320-685-9902

NEW Email: kristie@yourtaxteam.biz

NEW Email: jeanie@yourtaxteam.biz

NEW Website: www.yourtaxteam.biz

Robert R Thelen, CPA



We hope you and your loved ones had a very Merry Christmas and safe start of the New Year!

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**It's that time
of year again.
Tax Time!**



100 Best Days of the Year!

www.yourtaxteam.biz

Please remember, the bill for your 2014 tax return preparation must be paid before the 2015 return will be filed.

**Tax Season Hours: January 10 through April 14
Monday through Friday office is open 8am - 4:30pm
Appointments are 8:30am, 10am, 1:30pm, and 3pm**

"Live life to the fullest, and focus on the positive."

-Matt Cameron

A few Reminders...

**Office hours during tax season (January-April): Monday-Friday 8:00am-4:30pm
(Closed for Lunch Noon-1pm)**

Appointments

**Bob's appointment times are Monday-Friday
8:30am, 10am, 1:30pm and 3pm.**

**Kristie's appointment times are Tuesday-Friday
8:30am, 10am, 1:30pm and 3pm.**

We understand that things do come up in our busy lives - but we also understand that we had to turn others away for an appointment because we were booked. Please know that if you are not able to come to an appointment and we haven't received notification via email or phone, we will have to charge you an additional fee. The best email to use for communications is:
kristie@yourtaxteam.biz

Tax Return Invoices

We continue to look for ways to keep our bills low in order to service our clients at a lower cost to them. It makes us feel good to know that we can offer quality care and service AND keep the cost to our clients affordable.

Drafts of Tax Returns

This 2015 tax season, we are going to charge a base rate for your tax return to be completed.

The rate will include a first draft and one additional draft.

We understand that it is hard to remember everything that is needed for a tax return to be complete -- especially since you only have to do this once a year. (If there are additional drafts needed, we will be adding an additional charge.) Remember to fax, email, drop in drop box, upload to portal or bring with you to your appointment every item on your customized checklist.

Portals

Last tax season, we created a safe portal for our clients and ourselves to share information between us. If you have not received an email regarding the portal to upload your tax information to please email: kristie@yourtaxteam.biz or call us at (320) 685-9968.

Drop Box

We recently installed a Secured Lock Box outside the Public Entrance door for your convenience to drop off any tax paperwork that you are unable to drop off during business hours.



THANK YOU!!!



Thank you to all who join us each year during these 100 best days of the year! Thank you for continuing to come to us for your tax services! Thank you for letting us do what we love to do.

Your Tax Team

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