



## February Tax Information

**How to provide us with your tax documents, and what information to include:**

When you are ready to supply us with **copies** of your 2017 tax documents, be sure to let us know if your address, email or phone number has changed. Also, as part of the continued identity theft controls by IRS and NYS, we are required to enter your driver's license information on your tax return. If you renewed, changed or acquired a new driver's license in 2017, please be sure to provide us with a **copy** of the front and back of your driver's license so we are sure to enter the most up-to-date identity information.

Here are the best ways to give us **copies** of your tax documents (retain the originals for your records):

- scan/email to anyone in our office
- fax to us at (845) 758-1297
- drop your copies off in person. We have a lockbox on the front porch if you need to drop off before or after business hours.
- mail copies

As a reminder, we are no longer mailing original tax documents back to our clients. If we receive original forms, we will store them on-site in our archives. If you would like to pick them up, please give us a call in advance so that we can pull them out of archives and have them waiting for you.

