



Extension Checklist | Business

Thank you for choosing Rangeview Tax & Accounting. We are please to offer our extension services for a \$200 deposit that will be credited towards your 2023 Tax Return preparation fee.

Business Information Needed

- 1) Upload income & expense information for 2023.
-Or provide your best estimate if financials are not currently available.
- 2) Upload your prior year tax return.
- 3) Upload all business formation documents. Articles of Organization, EIN Letter, Form 2553 & S-corp Acceptance Letter (If Applicable)
- 4) Upload a valid Driver's License or ID for all Owners/Shareholders of the business.

Soon, you will receive an invitation to access your secure client portal. Please begin uploading these documents as soon as possible to ensure that your extension can be processed by the filing deadline. The temporary pin# has been provided to you in the SUBJECT LINE of this email.

Tax Return Preparation Fee is \$175/hour

Bookkeeping rate \$100/hour

S-corp & Partnership Filing Deadline: March, 15th

Cutoff Date S-corps & Partnerships: Was February, 10th

Rush Fee \$300/yr (if available)

Turnaround Time

From the time information is submitted please allow a 7-10 business day turnaround time before we dig into the return and reach out with any questions.

Rush Fee

We may expedite the processing of the tax returns in certain situations when this service is available. Rush Fees are per year, and additional bookkeeping rush fees may able.