



# Extension Checklist | Individual

*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.*

## **Individual Information Needed**

- 1) Upload your prior year tax return if we did not prepare it.
- 2) Begin uploading any 2023 documents that have been received.
- 3) Upload a valid Driver's License or ID

**\*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.\***

<b>Tax Return Preparation Fee is \$175/hour</b>	<b>Bookkeeping rate is \$100/hour</b>
<b>Individual Return Filing Deadline: April, 15th</b>	
<b>Cutoff Date Individual Returns: March 9th</b>	<b>Rush Fee \$300/yr (if available)</b>

## **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.