



Greetings,

At KROST, we strive to provide the best possible service at a reasonable price. As tax season is upon us, you can help us control fees by providing as much information in an electronic format as possible (e.g. Excel, Word, or PDF). The less paper we touch, the more efficient we are. This also allows us to start the preparation of your return sooner. This is especially true between March 1<sup>st</sup> and April 15<sup>th</sup>. As you can imagine, we get a lot of paper as we get closer to the deadline. Even with extra help, getting everyone's documents scanned takes time.

We understand that not everyone has a scanner. If you do, scanning your documents and submitting them to us through Sharefile is the most efficient way to process your return, but an email works as well. If scanning your documents does not work for you, you can fax your document to 626-449-4471. Cannot scan, email, or fax? That's okay too. Send us your documents as soon as possible and we will get the job done.

Time is of the essence.

The sooner you get us your information, the sooner we can start your return. In February, the turnaround time can be as short as five days, but as March and April approaches, the stack of returns to prepare gets very high. Don't wait for the last document to come in. Send the bulk of your information and follow-up with the remaining items to help get the process started earlier.

We appreciate your help. Everyone at KROST thanks you for allowing us to serve you. Happy Tax Season!

Get started today. You can access Sharefile at [krostopas.sharefile.com](http://krostopas.sharefile.com) or [click here](#) for secure file upload.

Please feel free to contact us if you have any questions or concerns.

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