

# Tax Time Tips

- Taxes Due: April 15 -

## Submitting Your Info

Send documents electronically to [info@slnjcpa.com](mailto:info@slnjcpa.com) or upload to the secure client portal on our website [www.slissnercpa.com](http://www.slissnercpa.com). We do not allow 3rd party apps or emails.

We also accept hard copies of original documents at our office.

***Please submit all information at one time. We must have the complete package to begin work on your returns.***



## Acceptable Formats

Our office uses Microsoft. All electronically submitted documents must be in PDF (.pdf), Word (.doc/.docx) or Excel (.xls/.xlsx) formats.

***We cannot accept screenshots, photos, etc. Please save and submit images as PDFs.***



## Specs for Docs

Documents may be scanned into one or a few PDFs (no need to scan documents separately). Please submit documents with simple, standard formatting (Times New Roman/Arial 9-12pt font size, single spacing).

***We cannot accept files that are password protected.***



## Keep Personal Copies

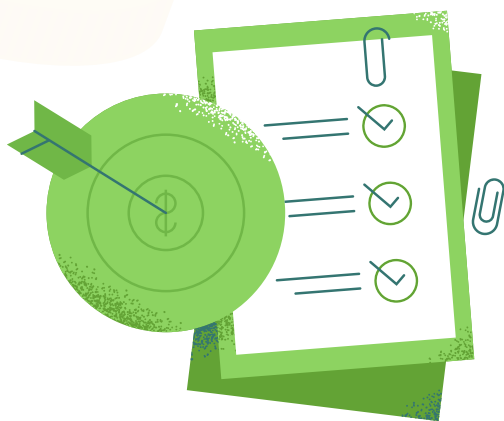
If submitting original paper documents, please make copies of each of your documents before submitting to us. When your returns are completed we will send a copy by email or through the portal for your records. If you require paper copies, please let us know.



## Please Note

-If you submit documents after March 15, it is possible that your tax return may be put on extension.

-You must send us your signed e-file authorization form as soon as possible after you receive it so it will not delay your tax return processing.



Questions?  
Call 973-917-4080  
or email  
[info@slnjcpa.com](mailto:info@slnjcpa.com)