



ATI, Inc.

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Accounting, Tax, and Information Services

Welcome:

We would like to welcome you to the 2014 tax year. It is our pleasure to serve you and to help you find all the deductions in order to pay the correct amount of taxes.

All the preparers at ATI, Inc. are experienced Income Tax Return preparers or Enrolled Agents who have demonstrated significant tax knowledge and can represent taxpayers before the Internal Revenue Service. Continuing education is required each year provided by the Internal Revenue Service. This training includes yearly tax law updates.

All income tax returns are filed electronically unless you have special circumstances that require a paper return.

Business Clients; please drop off your paperwork two weeks prior to when you have an appointment. You do not need to have an appointment in order to drop off your paperwork.

Individuals, Self Employed, Partnerships and Limited Liability Partnerships; your returns are Due April 15th. Please have your work into the office by April 1st or ask for an extension to be filed.

Corporations; your returns are due by March 16th please have your work into the office by March 1st or ask for an extension to be filed.

This year we will be scanning all documents into an encrypted file and your original documents will be returned to you, along with a copy of your income tax return. Please save all your documentation for 7 years.

We offer a variety of ways to receive your refund, as follows;

	Estimated Time Frame for Receipt:
Direct Deposit:	7-14 calendar days
Paper Check by mail:	18-39 calendar days

There is no charge for Direct Deposit or Paper Check by Mail.

Direct deposit can be made into one or more bank accounts. "**You must be the owner of the account.**"
Check by mail. "**Mailed only to your address appearing on your income tax return.**"

You may check the status of your refund by accessing, "where's my refund?," at www.irs.gov or by calling the refund hotline at **1-800-829-1954**. Make sure you have a copy of your income tax return in order to get your refund status.

Due to the problem with fraud and Identity theft. The IRS will no longer allow **any tax preparer office** to issue an Office Issued Check without going through a 3rd party bank. They have enforced very strict regulation to protect taxpayers. **We are not longer able to transmit your taxes with the last paystub.**

Ways to pay for your tax preparation services: Cash, Check, Money Order and Credit Card. Payment is due before your Tax Return is transmitted.

Please contact us if you have any questions or would like to make an appointment. We are looking forward to providing you and your family quality, personalized services. See you soon.

Thank you,

Brenda L. Mejia, EA, CEO
Accountant/Paralegal