

# *MM Tax Service, Inc.*

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Dear Tax Client:

As we head into another tax season, I can't thank you enough for your continued confidence and support. This letter contains information that will help you gather your tax information and assist in making this process more efficient.

The following documents are required to be completed before or at the time that you submit your tax return information. Both documents can be found online at [mmtaxinc.com](http://mmtaxinc.com) and can either be downloaded or submitted online.

- Engagement Letter
- Client Questionnaire

You will also find various organizers and other documents that may aid you in gathering your tax information on the website. Please also be sure to read the 2023 Tax Season Information list for additional important information. If you need paper copies of any of the documents located on the website, please let us know which document(s) you need, and we will mail them to you.

Our invoice will be sent to you at the same time you receive your tax return copy and the e-file authorization. You are required to sign the authorization and pay your invoice before we electronically file your tax return.

Individual tax returns are due April 15, 2024. Please submit your tax return information by March 22, 2024, so that we have enough time to accurately finish your return before the deadline. We will make every effort to complete your return if all your information is submitted before this time. If your tax information is not received at least 2 weeks before the deadline, we will be required to file an extension.

To keep client files and information more secure, organized and streamlined, you can now text information or tax questions to the office phone at 920.437.4000. You may receive an automatic response telling you to use the office number if you send this information to my personal cellphone.

We look forward to serving you again this year. Please contact us if you have any questions.

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*Please visit us at [mmtaxinc.com](http://mmtaxinc.com) to pay invoices, send files securely & more*