

# KEMP HARVEST TAX SERVICES

## FREQUENTLY ASKED QUESTIONS

- **How do I send in my tax documents?**

Once you schedule your tax mail-in status, we will mail you a pre-paid, pre-addressed shipping envelope in early to mid-February. Simply put your documents in that envelope and drop at the nearest drop box or store. Be sure to take note of the tracking number in order to track your shipment.

- **What if I am sending in more than one tax return?**

If you are sending in more than one tax return, please separate and label each return.

- **What if I'm asked for additional documents?**

We may ask you to look for additional documents as we're processing your return. At that time, we'll give you a return envelope and will let you know how quickly we need the documents.

- **What additional documentation do you need to prepare my local return?**

We will need all the documents you received from your local tax collector.

- **If I am a new tax client, what additional documentation do you need?**

We will need to see your tax returns from the past two years.