



J.W. HOPP & ASSOCIATES

BUSINESS & RANCH TAX SPECIALISTS

940-380-1550 ♦ WWW.HOPPTAX.COM

Client Drop-Off Agreement

All tax returns dropped off for professional tax return services, whether in person, by mail, fax, or email are completed within the following guidelines:

- Tax returns are completed on a first come, first serve basis and **require all documentation** to be included. Not having proper documentation will delay the completion of your taxes. We will not begin working on your tax return until all documents have been received by our office.
- Corporate and Partnership Drop-off tax returns delivered to the office **before** February 14th are guaranteed to be completed by the initial tax deadlines. (March 15th for Corporations)
- Personal Drop-off tax returns delivered to the office after March 1st are not guaranteed to be completed by the above tax deadline. However, if your return is not completed by the deadline, **J.W. Hopp & Associates will electronically file an extension free of charge.** The extension deadline for Corporations is September 15th and for Personal taxes October 15th.
- Drop-off tax returns are completed by J.W. Hopp, his Senior Associate Nikie Cotter, or his Associate Maggie Hughes.

Client Signature

Drop Off Date