



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 or electronically, 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.
- S Corporation (Form 1120S) and Partnership (Form 1065) information needs to be dropped off by February 15 in order for us to meet the March 16 (2026) filing deadline.
- C Corporation (Form 1120) information needs to be dropped off by March 15 in order for us to meet the April 15 filing deadline.
- Personal tax return (Form 1040 and 1040-SR) information needs to be dropped off by March 1 in order for us to meet the April 15 filing deadline.
- Personal Drop-off tax returns delivered to the office after March 1st are not guaranteed to be completed by the above tax deadline. If you need an extension, you can request one at <https://www.hopptax.com/extension.html>
- Drop-off tax returns are completed by J.W. Hopp, Senior Associate Nikie Cotter, Associate Maggie Hughes, or Associate TJ Ferryman.

Client Signature

Drop Off Date