SKYLINE TAX AND FINANCIAL SERVICES

Our Process

1. Contact us through the website, by email or by phone.
2. We will call you back to answer your questions and provide you with an estimate for the price of our services.
3. Check your email for an invitation to Intuit Link. This is a secure online portal that we will use to share documents. You can watch a video about Intuit Link. (Scroll down a little on the Intuit webpage to find the video.)
4. Accept the Intuit Link Invitation in the email.
5. Answer some questions, fill out the data sheet and sign the Engagement Letter.
6. Upload your documents to Intuit Link.
7. We will prepare your tax return.
8. We will arrange an appointment that is convenient for you to discuss the draft of your return.
9. You pay the tax preparation fee by credit card or from your refund.
10. We will finalize and file the return.

Additional Documents Needed

1. Copy of previous year's federal and state tax returns
2. Copy of government-issued ID for taxpayer (and spouse, if applicable)
3. Social Security cards for dependents
4. Copy of Healthcare forms, i.e., Forms 1095-A, 1095-B, 1095-C
5. Copy of voided check for direct deposit
6. Your Social Security cards if you do not have any 1099s or W-2s to cross-reference

Our Price List

Tax Form	Price
1040 EZ	50
1040 A	75
1040	100
State Returns	25
Schedule A - Itemized Deductions	65

Schedule B - Interest and Dividends	20
Schedule C - Profit or Loss from Business	100 (each)
Schedule D - Capital Gains and Losses	60
Schedule E - Supplemental Income and Loss (Rentals)	100
Schedule EIC - Earned Income Credit	35
Schedule 8812 - Child Tax Credit	15
Form 2106 - Employee Business Expenses	15
Form 2441 - Child and Dependent Care Expenses	15
Other miscellaneous forms	Varies

Frequently Asked Questions

1. **Is online remote tax preparation with Skyline Tax and Financial Services safe?**
   Absolutely. We take safeguarding your information seriously. Skyline Tax and Financial Services adheres to the security, privacy and business standards prescribed by the IRS that are based on the Gram-Leach-Billey Act and industry best practices.
2. **Do you offer free consultation?**
   Yes.
3. **How do I send my documents?**
   We use Intuit Link for sharing documents. After you contact us we will email you a link so you can log into your own secure portal. See video...
4. **How will we communicate?**
   We will communicate through Intuit Link, by phone and/or by using Skype.
5. **What if I can't pay up front?**
   No worries. You may pay your tax preparation fees from your refund. An additional $35 bank setup fee applies.
6. **How long does it take?**
   We can usually complete your return within 48 hours of receiving the last of your documents.
7. **Will my taxes be electronically filed?**
   Yes. We e-file all returns.
8. **How do I sign my tax return?**
   You most likely need to sign only 2 documents; (1) your Engagement Letter before we begin and (2) your IRS and state Form 8879 e-file signature after your return is finalized.
9. **Do you file amended returns?**
   Yes.
10. **How do I pay for your services?**
    You may pay with your refund or by credit card. To pay by credit card, we will send you a link from PayPal.