

## TAX PREPARATION INSTRUCTION (2021)

With the advances of technology, the entire process can be done with E-mail, Phone, Fax and Zoom online Meeting. Face-to-face meeting is not required. This means we also can prepare your tax return even you are out of country. If you would like to visit our office, you are welcome to do so.

### Process Procedures:

1. Complete the "Client Organizer" form. This form can be downloaded from our website <https://www.fangassociates.com/docs-forms>
2. Deliver the completed "Client Organizer" along with all the relevant documents such as W2's 1099's...etc to us by e-mail, upload to *SecureFilePro*, mail, fax, or drop-off.
3. When we receive your information, we will prepare your tax return in about 7 to 14 days.
4. Once the tax return is done, we will let you know the result by email, phone, text message, or fax. If by email, we will email you the whole tax return for your review.
5. After you review the tax return and OK to file, then sign the signature forms(IRS Form 8879 and CA 8879 or other state similar forms) and return it back to us along with your payment, we then e-file your tax returns. The signed form can be delivered by email, upload to *SecureFilePro*, fax or mail.
6. Our service payment can be made by Cash, Check, Credit Card, PayPal, or Bank Transfer.

## 报税流程 (2021)

随着资信技术的进步，整个报税过程可以通过电邮，电话，传真或网上视频来完成，面谈是不必要的。这意味着，即便你在国外，我们同样可以为你报税。如果你想拜访我们的办公室，欢迎你过来。

### 报税过程如下：

1. 填好“报税记事表”。这表格可以在我们的网站下载，<https://www.fangassociates.com/docs-forms-chn>
2. 把填好的“报税记事表”连同其他所有相关资料，例如 W2 和 1099 等报税信息表格可以通过电邮，或上传到 *SecureFilePro*，或邮寄，或传真，或亲自交到本事务所。
3. 当我们收到你的资料，我们将在 7 天到 14 天内完成你的税表。
4. 税表完成后，我们将通过电邮，或电话，或短信，或传真告知你的报税结果。如果是电邮，我们将会把整份报税表发给你。
5. 在你检阅税表后并确认没有问题，请把签名的表格（国税局的 8879 表格和加州的 CA8879 表格或其他州的类似表格）连同你的费用交回来给我们，然后我们将把您的税表以电子传送（e-File）到税局。签名的表格可以通过电邮，或上传到 *SecureFilePro*，或邮寄，或传真来交给我们。
6. 我们的费用可以通过现金，支票，信用卡，*PayPal*，或银行转账来支付。