



ELECTRONIC DROPBOX SUBMISSION FORM

NAME	
PHONE #	
E-MAIL	



To help us process your request, please check the one reason below that best describes why you are submitting documents and follow the related instructions.

<input type="checkbox"/>	Someone from your department requested this information.
--------------------------	--

<input type="checkbox"/>	I am uploading my completed Springboro tax return.
--------------------------	--

Instructions:

Please make sure that you have signed your return and have uploaded the following documents along with it:

- All W-2(s) from your employer(s)
- Page 1 of your Federal Form 1040
- Any of the following Federal schedules/forms you may have filed: Schedule 1, Schedule C, Schedule E, Form 4797, Schedule F

<input type="checkbox"/>	I would like you to prepare my Springboro tax return.
--------------------------	---

Instructions:

Be sure to include the following documents with your submission:

- All W-2(s) from your employer(s)
- Page 1 of your Federal Form 1040
- Any of the following Federal schedules forms you may have filed: Schedule 1, Schedule C, Schedule E, Form 4797, Schedule F

Once your return is complete, we will mail it to you for review/signature.

<input type="checkbox"/>	I have a Zoom appointment scheduled to discuss a tax return you are preparing; these are my documents.
--------------------------	--

Instructions:

Be sure to provide us with all of the following at least 24 hours in advance of your appointment:

- All W-2(s) from your employer(s)
- Page 1 of your Federal Form 1040
- Any of the following Federal schedules/forms you may have filed: Schedule 1, Schedule C, Schedule E, Form 4797, Schedule F