



## Key Policies

- Please keep us updated on changes that would impact your tax return such as:
  - Moves
  - Birth of children
  - Change in dependents
  - Marriages
  - Major changes in income
- The sooner you submit your tax information, the sooner we can file your return.
  - The closer to the deadline that you submit your paperwork, the longer it will take to file as our workload increases dramatically during that period.
- Your payment is due at the time of e-filing.
- Invoices are to be paid within 10 days of receipt.
- There are several options to pay:
  - Mailing a check
  - Paying online at <https://secure.cpacharge.com/pages/hlacpa/payments>
  - Using banking information from tax return