

OFER E. GABBAY & COMPANY P.C.

Certified Public Accountant



128 Summit Avenue
Hackensack, NJ 07601

Tel: 201.883.1000 Fax: 883.1145
E-Mail: Gabbayco.com

Tax Return Processing Procedure

You will be notified by email that your tax return(s) is complete.

We will NOT return your original tax documents.

We will scan and shred your documents, so please send us copies if you wish to retain the original documents. Please make sure your copies are clear. Based on your request, we will upload your documents in electronic format to your portal with your return.

We will upload the Federal form requiring your signature for us to submit your tax return(s) electronically.

Please be certain to send us your signed engagement letter to expedite the filing process of your tax return(s). If we don't receive your signed engagement letter, we will follow up with another email.

Please note that we will not keep any of your original documents and we recommend that you keep them in a safe place for a period of five years.

