

## ***Taxolutions LLC procedures description***

Thank you very much for visiting my page!

My name is Marianna Zielinski;

I am an **Enrolled Agent** with more than **20 years** of professional tax preparation experience and the owner of the company. I am also an **Authorized IRS e-file Provider**.

Please see below the detailed description of the way I conduct my business and feel free to ask me any questions.

### ***My clients are my priority, always.***

This is why:

- 1.** I don't have a brick and mortar office. This way I don't have an overhead office expenses and can pass savings to my clients. My fees are very reasonable. My home office is officially registered with the IRS as an e-filing location. I transmit clients' returns only from the security of my home office.
- 2.** I love nature and want to save the trees. This is why I run paperless office as much as possible. Tax returns are in a digital form, on my field laptop (files are transferred from it daily) and home office desktop computers (backed up daily). Completed tax returns along with supporting client documents are uploaded into the secure **Portal** - a 256 bit encrypted storage in the cloud. Every time the returns are completed, e-filed and accepted by taxing authorities, they are updated in the secure cloud. Clients have 24/7 access to their returns and documents. And, of course, if you want a hard copy either on a CD or paper, I can provide this as well (fees apply).
- 3.** Protection of my clients' personal information is very important to me. I use secure encrypted **Portal** for tax documents exchange, general communication, and return storage. I don't use emails or fax to transmit sensitive information, these are not secure enough.
- 4.** Many of my clients are remote. This means that they are not local and we do not meet in person. We communicate via Skype, Google Voice, or regular phone. Vault is used for document exchange. **Upload/Download traffic into Portal and Vault is encrypted.**
- 5.** I meet my local clients in public places for the initial interview (mostly libraries) unless a client referred to me by someone I know, and then it can be client's home or office. Occasionally I prepare tax returns in the field (if it's a client's home or office) but usually tax returns are done in my home office.
- 6.** After the return is completed I contact my clients to let them know of the outcome. There are several convenient ways to pay for a tax return. Copy of their tax return is uploaded to the secure **Vault**. Then we go over the return with the client, I answer all questions and address concerns. After return is e-filed and accepted by the Taxing Authorities it is updated in the Vault and kept there for 7 years.

I am available year round to answer my clients' questions and for follow up on their tax returns, I also provide **Tax planning** sessions and offer **IRS, State & Local Tax Representation, including Audits**. This way my clients are never alone to face their life challenges.

Please feel free to ask me questions by using **Contact Me** section of the web page.

### ***I Take The Stress Out Of Tax Time!***