

John Papa
Papa Tax Accounting
Registered Tax Return Preparer
22 S. Middletown Rd., Montvale, New Jersey 07645
5272 Layton Dr., Venice, Florida 34293

Mobile/Text: (201) 505-9199

www.papatax.net

jpapaxle26@outlook.com

Dear Client,

Preparing for 2025 income tax returns: The 2026 Tax season is upon us and you should begin placing your documents in a folder and gathering your receipts. Better preparation on your part will assist in my proficiency.

IMPORTANT

- Please send me your documents using the email in the heading. ***Scanning to a PDF format is requested as images and photos from phones are not clear and they cut off pertinent information.*** All tax returns will be completed remotely and will be either mailed by USPS, email, or picked up in Montvale.
- ***I had recommended in previous years that all taxpayers apply for a 6-digit IP PIN on the IRS website and create an account on ID.me. If you are filing jointly, only one spouse needs to apply. If you had a PIN for 2024 you must apply for 2025.***

https://sa.www4.irs.gov/ssso/?resumePath=%2Fas%2Fhw6m9zNZ1j%2Fresume%2Fas%2Fauthorization.ping&allowInteraction=true&reauth=false&connectionId=SADIPACLIENT&REF=974D196D6C72971DB40FE0A2550C932BDC57DBC88DA6B14D698900000066&vnd_pi_requested_resource=https%3A%2F%2Fsa.www4.irs.gov%2Fola%2Fprofile&vnd_pi_application_name=OLA

- Upon the completion of your returns, you will receive ***pdf password*** protected copies of your tax returns. Your password will be a ***nine (9) digit number*** which will be composed of the last ***4 digits of your SS# and your 5-digit zip code.***
- ***APPOINTMENTS & SCHEDULING.....For those who scan W-2's, 1099's, and other pertinent documents and send me your data electronically, I will be able to prepare your taxes as early as February 1, 2026, from my location in Florida. [Use jpapaxle26@outlook.com]***
- ***ALL NY STATE RETURNS: YOU MUST SUBMIT BOTH SIDES OF YOUR DRIVER'S LICENSE***
- If you are sending me your documents by USPS, you may send directly to my Florida address no later than February 28th. If you are mailing after that date, please wait to mail to Montvale address after March 15th. For those clients who will be dropping off or scheduling an appointment, I will not be available until sometime after March 15th.

Necessary Documents: (Most documents should be received by February 1, 2026):

*Sincerely yours,
John Papa*