

Tax Return Packet Procedure Assembly Instructions for Completed Returns

| E-File Returns Include the following items: | |
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| <p>For RSVP Office</p> <p>A. Staple together in order as shown</p> <ul style="list-style-type: none"> (1) Colored Taxpayer Data Sheet (2) Signed copy of E-file Authorization (8879) (3) Taxpayer Info Sheet (13614-C) (4) W-2, 1099, etc (Filing copies for Fed and for State) (5) Diagnostics (6) Main Information Sheet NEW! | <p>For Client</p> <ul style="list-style-type: none"> (1) copy of E-file Authorization (8879) (2) copy of Federal return (3) copy of State return (4) Unused W-2s, 1099s, other client data. <p>Place packet in IRS Envelope with instructions to bring back when doing taxes next year.</p> <p>Place any Payment voucher in appropriate pre-addressed business envelope with "mail by" sticker.</p> |
| Returns Mailed by Client Include the following items: | |
| <p>For RSVP Office</p> <p>A. Staple together in order shown</p> <ul style="list-style-type: none"> (1) Colored Taxpayer Data Sheet (2) Taxpayer Info Sheet (13614-C) (3) Diagnostics (4) Main Information Sheet NEW! | <p>For Client</p> <ul style="list-style-type: none"> (1) copy of Federal (stamp Taxpayer Copy) (2) copy of State (stamp Taxpayer Copy) (3) Unused W-2s, 1099s, other client data. <p>Place packet in IRS Envelope with instructions to bring back when doing taxes next year.</p> <ul style="list-style-type: none"> (1) each Return (2) Filing copies of W-2s, 1099s, other client data attached to each Return (3) any Payment voucher <p>Place each Return packet in appropriate pre-addressed business envelope with "mail by" sticker</p> |
| Federal Addresses: | North Carolina Addresses |
| <p>Federal Return with Refund or No Tax Due R0</p> <p style="padding-left: 40px;">1040: Department of the Treasury IRS Service Center Atlanta, GA 39901-0002</p> | <p>NC Return with Refund only R</p> <p style="padding-left: 40px;">NC Dept of Revenue P.O. Box R Raleigh, NC 27634-0001</p> |
| <p>Federal Return with Payment only 0</p> <p style="padding-left: 40px;">1040: Department of the Treasury IRS Service Center Atlanta, GA 39901-0102</p> | <p>NC Returns with Payment or No Tax Due 0R</p> <p style="padding-left: 40px;">NC Dept of Revenue P.O. Box 25000 Raleigh, NC 27640-0640</p> |