

Tax Return Packet Procedure Assembly Instructions for Completed Returns

E-File Returns Include the following items:	
<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 copy if available) (5) Diagnostics (6) Main Information Sheet 	<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 business envelope with address information. Remind client to postmark by 4/18.</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 	<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 with address information Remind client to postmark by 4/18. <p>Place each Return packet in business envelope.</p>
Federal Addresses:	North Carolina Addresses:
<p>Federal Return with Refund or No Tax Due RØ</p> <p style="text-align: center;">Department of the Treasury IRS Service Center Kansas City, MO 64999-0002</p>	<p>NC Return with Refund only R</p> <p style="text-align: center;">NC Dept of Revenue P.O. Box R Raleigh, NC 27634-0001</p>
<p>Federal Return with Payment only Ø</p> <p style="text-align: center;">Department of the Treasury P.O. Box 37008 Hartford, CT 06176-0008</p>	<p>NC Returns with Payment or No Tax Due ØO</p> <p style="text-align: center;">NC Dept of Revenue P.O. Box 25000 Raleigh, NC 27640-0640</p>