

# 2013 TAX SEASON INFORMATION

## DIVERSIFIED CONSULTING & SUPPORT SERVICES, INC.

VISIT OUR WEBSITE FOR TAX & REFUND INFORMATION [www.diversified100.com](http://www.diversified100.com)

### PAYMENT POLICY:

- All Tax Returns are due and payable at time of completion and pick up.
- We accept check, money orders, certified checks, cash, ATM/Debit cards, Visa, MasterCard and Discover credit cards.

**WE DO NOT ACCEPT AMERICAN EXPRESS OR OUT OF STATE CHECKS**

**RETURNED CHECK WARNING:** A \$45 fee will be charged for all bad checks, if full payment is not made within 20 days of notification, bad check information will be forwarded to the district attorney's office for collection (per California penal code section 476a) and triple the amount will be assessed.

**COPIES OF TAX RETURNS:** Be sure you received a copy of your original tax return there is a \$25 charge for copies including faxed copies.



### WE ARE AN AUTHORIZED E-FILING PROVIDER

#### E-Filing Fees:

State Returns (mandatory) - \$20

Federal Returns (mandatory) - \$25

Note: E-Filing fees are non-refundable



**WHERE'S MY REFUND?:** Diversified Consulting & Support Services, Inc. is not responsible for the length of time it takes to receive your refund. Our E-Filing cycle is completed in a timely manner and if there is a problem with E-Filing your return we will contact you. We do not receive confirmation of when refunds are mailed or deposited.

You can check your E-file status by visiting our web site or following the instructions below:

<http://www.irs.gov>

On left bottom side of screen click on "Where's My Refund" and follow the instructions you will need to be ready to enter your:

- Social Security Number (or IRS Individual Taxpayer Identification Number)
- Filing status (Single, Married Filing Joint Return, Married Filing Separate Return, Head of Household, or Qualifying Widow(er))
- Exact refund amount shown on your return



**Franchise Tax Board (FTB)**

Collecting the income taxes California depends on.

<http://www.ftb.ca.gov/online/refund>

Follow the instructions, and to get to your personal refund information, be ready to enter your:

- Your social security number
- Your complete mailing address
- The refund amount shown on your tax return