

SOUTH BAY SERVICES

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Dear Customer:

Tax season is here! South Bay Services invites you for the preparation of your taxes **2023**. We will start preparing your taxes in January **2024**. The South Bay Services team would like to help by making it easier to file your taxes. Read the information below to help you gather all your tax documents and how you would like to process your tax return.

Walk-ins are welcome Mondays - Saturdays.
Appointments are available on Tuesdays, Wednesdays, and Thursdays only

Option #1) In-Person office appointment

- Come in as a walk-in
- Call our office to make your appointment today or book your appointment here [Appointments](#)
- Make sure to click [Tax 2023 Checklist](#) and bring all your documents on your appointment day.
- While we make every effort to provide a reminder, if you wish to cancel, your appointment call at least 24 hours before your appointment, it is your responsibility to remember your appointment. We charge \$25 missed appointment fee to customers who do not keep their scheduled appointment time.

Option #2) File your taxes via-email without having to come in our office

- Please download a free scan app into your smartphone if you haven't already.
 - Select [Tax 2023 Checklist](#) and scan all the documents and send them to: southbayservices@hotmail.com or if you want to file your taxes with Araceli Jackie (Hugo and Rosario's daughter), you can send them to: jackie@southbayservices.net
- *Please allow up to 48 hours for us to respond to your email.

Option #3) File your taxes via-Video call without having to come in our office

- Follow the instructions in option 2 and let us know you want to have a Video-Call
 - We'll contact you to agree on a 'Video Call' Appointment and send you a link using Microsoft Teams App
- ***THIS OPTION IS ONLY AVAILABLE FOR ROSARIO'S AND ARACELI JACKIE'S CLIENTS*****

**Wishing you Happy New Year 2024,
your Family from South Bay Services**

*** INCOME TAX *DACA *CITIZENSHIP *BANKRUPTCY *DIVORCE**