



M. Greenwald Associates LLP

WWW.MGAssociatesLLP.com

711 32nd Street
Union City, New Jersey 07087
(201) 863-5348 *** FAX (201) 392-1277

MERYL B. GREENWALD, CPA

MARVIN GREENWALD (1935-2013)

Tax Season Frequently Asked Questions

- Did you receive my documents?
- Where is my tax return?
- How long do I need to keep my records?
- Where is my refund?
- Can I have an electronic copy of my return?

Did you receive my documents?

We receive a lot of documents during tax season and it is rare that any go askew.

- Portal: Our secure ShareFile portal alerts us when you upload documents so don't worry about letting us know that you've sent them, we already know.
- Email: Please send emails to Assistant@MGAssociatesLLP.com. If you sent your documents securely through email and are unsure if we received them, you can add a "Confirm Receipt" which I will happily do.
- Mail/FedEx/UPS/Etc: Please use your tracking if available. If unavailable, email us and we'll respond once we're able to confirm your documents are here. Note this may take time due to the demands of tax season.
- Drop Off: We expect you to know what you gave us. If you are unsure please know that we will ask for any documents we need that we are missing.

Where is my tax return?

We work on returns on a first in, first out basis. This applies to COMPLETE documents. If we are missing documents we will request them, you have 48 hours to provide the missing information before your return goes to the back of the line. If you have provided us with a complete set of information please be assured that we are working on returns as quickly as we can and we will contact you when your return is ready.

How long do I need to keep my records?

7 years for individuals, 10 years for businesses.

Where is my refund?

If you feel you should have received your refund by now and have not, go to the IRS and/or state website. They will tell you the latest information on your refund. Our [website](#) has direct links.

Can I have an electronic copy of my return?

We would be happy to provide you with a PDF of your return once we receive your E-file forms and payment. Once your return is filed, a copy of your return will be in your portal. If you do not have a portal, please email Assistant@MGAssociatesLLP.com.